

## Bookkeeper

First World Mortgage Corporation is seeking an experienced full time Bookkeeper who is highly proficient with QuickBooks software to join our growing team. In this role, you will be responsible for maintaining and organizing accounting records for the company. We are looking for someone who can lend his or her skills to other tasks when the opportunity arises. You might need to assist with Payroll or help HR on occasion. Responsibilities include, but are not limited to:

- Manage all aspects of A/R, A/P.
- Accounts Payable will encompass the processing of all accounts payable transactions including checks and invoices, ensuring accuracy of each bill and proper classification.
- Record numerical and financial data to produce financial records for management.
- Ensure financial data is entered correctly and accurately.
- Reconcile and report differences or issues found in financial records.
- Perform other related duties as assigned.
- Experience with Paycom preferred but not required.
- Experience in the Mortgage Industry preferred but not required.