

Job Title: Bookkeeper

03/01/2019

Reports To: Director of Operations

Location: Portland, OR

About Confluence Wealth Management

Confluence Wealth Management, LLC, is an independent, fee-only wealth management firm located in Portland, Oregon. As a fiduciary, CWM primarily serves high net worth clients in the Pacific Northwest, but has clients across the country as well as U.S. citizens living abroad. Our value lies in the strategic planning, and successful plan execution, that allows our clients to achieve their objectives. We are distinguished in our commitment to continually improve, to better serve our clients and build upon their trust every day.

About the Role

The Bookkeeper is responsible for maintaining Confluence's financial records, accurately recording all financial transactions in our general ledger, completing some tax filings, and occasionally supporting related functions. This person must be extremely trustworthy, be able to maintain confidentiality, and must be able to work respectfully with all levels of the organization on potentially sensitive matters.

This role requires a person who is very detail-oriented, has a mentality of ownership, and a strong moral character. Ideal candidates will possess subject matter expertise in bookkeeping and general accounting, enough to design and build the internal accounting function and process from the ground up.

Key Dimensions and Functional Tasks

- Record all daily transactions and complete the posting process
- Complete bank reconciliations
- Generate Accounts Receivable (AR) in QuickBooks Online
- Match receipts to AR
- Pay vendor invoices
- Account for unique PEO (co-employer) payroll transactions
- Manage amortization and depreciation schedules
- Complete tax filings, including Washington State Excise Tax and Multnomah County personal property tax filings
- Work with Tax Preparer, providing relevant information for annual filing and K-1 generation
- Prepare and send 1099's
- Assist in preparation of annual budget
- Maintain YTD comparison to budget projections

- Deliver monthly financial statements

Knowledge and Skills

Bachelor's degree in a relevant discipline helpful (Finance, Accounting, Business Administration)

5+ years of proven relevant experience

Strong knowledge of accounts payable and accounts receivable accounting principles

Experience with bookkeeping for an LLC partnership is helpful

Experience with the utilization of a Professional Employment Organization (co-employer) is helpful

Must work well as part of a team, internal and external partners

Ability to listen, understand and take good notes

Must be analytical, with strong data entry skills

Proficient with QuickBooks online

Experience with bill.com, Expensify, and/or similar QuickBooks add-on programs

Proficient with Microsoft Office products, especially Excel