

## E-commerce Bookkeeper

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Company: Saphunt

Location: Venezuela

Category: business-and-financial-operations

### The Offer

Opportunity within a company with a solid track record of performance

Work alongside & learn from best in class talent

Strong opportunities to progress your career

### The Job

#### Responsibilities:

Coordinate appointments and meetings as necessary.

Monitor incoming payments and manage collections accounts, engaging in customer outreach when required.

Handle inbound phone calls and emails from both internal and external stakeholders.

Maintain and update financial records, including bookkeeping and managing accounts payable/receivable.

Perform data entry tasks using QuickBooks.

#### Qualifications:

Thrives in a fast-paced, dynamic environment with tight deadlines.

Experience with Google Apps (Sheets, Docs, Gmail, Calendar) is advantageous.

Exceptional English communication skills, both written and verbal.

Proficiency in QuickBooks or similar accounting software.

At least 2 years of hands-on bookkeeping experience.

Minimum of 2 years of remote work experience.

A degree in a related field is preferred but not mandatory.

### **The Profile**

You have at least 2 years experience ideally in Bookkeeper or Ecommerce within Internet and Industrial industry.

You have working knowledge of Quickbooks, Google apps, Handling inbound calls, Maintaining financial records and Managing accounts payable/receivable

Experience within would be a strong advantage.

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You possess strong analytical skills and are comfortable dealing with numerical data

### **The Employer**

Our client is a real estate service firm based in Saint Louis, Missouri. Join them in revolutionizing customer service solutions for the real estate industry.

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### **Cross References and Citations:**

1. [E-commerce Bookkeeper](#)[Airconditioningjobs](#) [Jobs Venezuela](#) [Airconditioningjobs](#) ↗

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