



## Corporate Bookkeeper

November 5, 2024

**Location:** Dallas-Fort Worth, Texas, USA

**Position:** Contract Semi Part-Time (Remote with Monthly Office Visit)

### **About Flock Audio:**

Flock Audio Inc. is a dynamic and innovative company specializing in high-quality, audio hardware solutions for professionals in the music, broadcast, and entertainment industries. Known for our commitment to precision, quality, and cutting-edge technology, we aim to push the boundaries of audio engineering and deliver unparalleled experiences for our clients.

### **Position Overview:**

We are seeking an experienced and detail-oriented Corporate Bookkeeper in the Dallas-Fort Worth (White Settlement) area. This role is primarily remote, with one to Two required office visit each month. The ideal candidate will bring a strong background in full-cycle bookkeeping, excellent organizational skills, and proficiency with Xero Accounting Software. The ideal candidate is someone looking for flexibility while contributing their expertise to a growing company.

### **Key Responsibilities:**

- **Accounts:** Manage and enter data for accounts to ensure accurate.
- **Bank & Credit Card Reconciliation:** Reconcile bank statements and credit card transactions to maintain accurate and balanced accounts.
- **Tax Remittances:** Prepare and file government tax remittances, ensuring compliance with local, state, and federal regulations.
- **Financial Data Management:** Maintain and organize financial records, providing accurate data for periodic reporting and audits.

### **Qualifications:**

- **Experience:** Minimum of 3 years in bookkeeping, with at least 2 years of full-cycle bookkeeping experience.
- **Education:** Certificate or diploma in Accounting or Bookkeeping is an asset.
- **Technical Skills:** Proficiency in Xero Accounting Software is required.
- **Attention to Detail:** Exceptional accuracy in data entry and record-keeping.
- **Availability:** Ability to work remotely and visit the office 1 to 2 times per month.

### **Additional Details:**

This role offers flexibility with remote work while still allowing for in-person collaboration weekly/monthly. The position is ideal for a motivated individual seeking part-time work with a reputable company.

### **To Apply:**

Please submit your resume, detailing relevant experience, and a brief cover letter to [careers@flockaudio.com](mailto:careers@flockaudio.com)

