

## Bilingual Bookkeeper – Oneliance LLC

Oneliance LLC was founded on the understanding that managers of retail buildings and construction sites would be better served by communicating with one point of contact rather than trying to manage several different relationships when it comes to their contracted labor, cleaning, and maintenance needs.

Oneliance LLC fully understands how important it is for a job to be done efficiently, economically and to the highest quality. We are a young company, founded in 2014, backed with a long track record, our senior management has over 30 years of experience in building and property maintenance. Our team knows how to deliver on these expectations so that our clients can focus on driving revenue and perfecting the job at hand.

Our mission is to become an essential partner with our clients by consistently delivering exceptional service. By putting our clients' needs at the absolute forefront of our day-to-day operations, we set the standard for service in construction cleaning, labor, and maintenance.

As a growing organization, we are seeking a bilingual bookkeeper to join our dynamic team. A loyal, friendly, energetic team player with knowledge of QuickBooks and payroll-related record-keeping preferred. Should be a college graduate with interest in working with the bicultural community; Spanish proficiency is a must. Great opportunity for someone interested in learning all aspects of business, from human resources to business expansion. This is a full-time position with opportunities for training and professional advancement.

### Responsibilities:

- Hands-on or oversight of bookkeeping (e.g. posting daily journal entries)
- Payroll administration
- A/P, A/R management
- Bank reconciliations
- Management reporting

### Applicants MUST have the following:

- 5+ years full-time accounting experience with small organizations.
- Advanced QuickBooks skills
- Business or accounting degree
- Good command of Excel
- Fluent in Spanish
- Extensive experience with payroll, A/P
- Working knowledge of GAAP/FASB
- Strong communication skills and ability to multi-task with very high productivity
- Professional appearance/demeanor

Interested candidates please send your resume and cover letter to: [soria@scalefinance.com](mailto:soria@scalefinance.com)