

# Bookkeeper

Governments, banks and any other stakeholder will require that everything that is done in a business is recorded and reconciled with the bank.

**A bookkeeper does the recording, maintaining and reconciling.**

**A Bookkeeper is responsible for**

- ☐ recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments.
- ☐ They will record other financial transactions into general ledgers, which are used to produce the balance sheet and income statement for banks, accountants and investors.
- ☐ They will (daily or monthly ) match this data with the bank statements to make sure that everything is verified

**Without a bookkeeper a company will not be able to operate because:**

- ☐ Tax authorities will pursue action
- ☐ Owners will have no idea how the company is doing
- ☐ There will be no accurate records for suppliers and customers

**A good bookkeeper:**

- ☐ Keeps up to date with the books, reconciling with the bank regularly
- ☐ Knows what they are doing, it's a plus if they are very familiar with the company's industry
- ☐ Have integrity and can communicate well.

**The more transactions a company does the more demand for bookkeepers becomes. All owners recognize the need for this role. If they do not have someone doing it they are doing it themselves and almost no one likes doing these tasks.**