



BOOKKEEPER

21 JOBS YOU DON'T HAVE TO DO

1. Record financial transactions in accounting software
2. Maintain and update general ledgers
3. Reconcile bank statements
4. Process accounts payable invoices
5. Generate and send customer invoices
6. Follow up on overdue accounts receivable
7. Prepare and make bank deposits
8. Assist in preparing financial statements
9. Handle petty cash
10. Track and categorise expenses
11. Monitor and manage inventory records
12. Calculate and record depreciation
13. Assist with budget preparation
14. Assist in tax preparation
15. Generate financial reports
16. Perform data entry for financial records
17. Assist with payroll processing
18. Maintain organized financial files
19. Verify and reconcile vendor statements
20. Assist in auditing financial records
21. Provide support during financial audits