



Synchrony Systems is a leader in providing solutions for enterprises looking to modernize their legacy applications. Synchrony's leading conversion technology has been used by the top F100 companies to port their applications to a Rich UI environment. You will be joining Synchrony at a key point in its growth. Having grown successfully for the past 10 years, Synchrony is experiencing huge demand for its products and services and the successful candidate will be a key hire and is expected to significantly contribute to the company's on-going success.

Administrative Bookkeeper

This position is an assistant to the founder and CEO, and will involve handling all of the book-keeping and administrative duties for Synchrony Systems. This is initially a part-time position but can grow into a full-time position as the company expands. Much of the work can be done remotely, although it will require some travel in the Silicon Valley area.

Responsibilities

- Maintain financial accounting records via QuickBooks Online
- Process banking deposits, follow-up on collections, reconcile credit card receipts and bank statements
- Process biweekly payroll, contractor billing, timesheets, and invoicing
- Handle end of year tax planning
- Oversee corporate benefits plans and paperwork for new employees
- Review legal contracts (NDA, SOW, MSA, OEM agreements) with contractors, partners and customers
- Handle other office tasks such as PO Box mail processing, printing/faxing, scheduling meetings
- Handle travel and event planning

Requirements

- 5+ years of experience as an Administrative bookkeeper
- Computer savvy - working knowledge of office tools, preferably Mac.
- Accounting knowledge and experience
- Experience with legal contracts a plus
- Quick study and adaption of new technical platforms
- Strong communication skills and organizational skills
- Outgoing, professional demeanor
- Stable employment history
- Excellent professional references

Telecommute PT position initially, but may require some travel in the Silicon Valley area.

Salary commensurate with experience.