

WORK VAPOR

Job Link: <https://workvapor.com/jobs/bookkeeper-60k-financial-operations-and-controls-232313/>

BOOKKEEPER – \$60K – FINANCIAL OPERATIONS AND CONTROLS

BASE SALARY

USD 60000

DESCRIPTION

Bookkeeper

Company: talkStrategy
Location: San Antonio, TX
Work Type: Hybrid
Employment Type: Full-time
Salary: \$60,000 per year

Contact Details

Email: info@talk-strategy.com
Application: Send a cover letter and resume
Important: No phone calls

About talkStrategy

talkStrategy is a full-service, integrated communications agency based in San Antonio.

The company works as a trusted advisor and partner for its clients. It focuses on strategic communication and long-term partnerships.

About the Position

talkStrategy is looking for a detail-oriented Bookkeeper.

The Bookkeeper will manage daily bookkeeping and accounting activities. The position also requires financial judgment and critical thinking.

HIRING ORGANIZATION

talkStrategy

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Texas, United States
? Remote work from: United States

DATE POSTED

? 09/08/2026

The role goes beyond data entry and account reconciliation. The Bookkeeper will help leadership understand financial performance, identify issues early, and maintain strong financial controls.

Key Responsibilities

- Manage daily bookkeeping activities.
- Handle accounts payable.
- Manage accounts receivable.
- Prepare and manage invoices.
- Record deposits.
- Complete account reconciliations.
- Maintain the general ledger.
- Support monthly financial close.
- Support quarterly financial close.
- Support year-end financial close.
- Maintain accurate and complete financial records.
- Prepare financial statements and management reports.
- Support P&L reporting.
- Support balance sheet reporting.
- Support cash flow reporting.
- Support budget-to-actual reporting.
- Identify discrepancies and unusual activity.
- Identify financial trends and potential risks.
- Bring important issues to leadership.
- Support annual budgeting.
- Support forecasting.
- Assist with cash-flow planning.
- Support financial analysis.
- Maintain financial controls and safeguards.
- Ensure proper documentation and approvals.
- Maintain appropriate reconciliations.
- Support separation of duties.
- Support tax and financial compliance.
- Coordinate with outside CPA and tax professionals.
- Assist with year-end tax preparation.
- Support audits and financial reviews.
- Maintain organized financial documentation.
- Recommend improvements to accounting processes and systems.
- Improve internal financial controls.
- Support the paid media team with invoice reconciliation.

Required Skills

- Strong bookkeeping and accounting foundation.
- Strong attention to detail.
- Ability to identify inconsistencies.
- Strong critical thinking skills.
- Strong problem-solving skills.
- Understanding of financial controls.
- Understanding of compliance requirements.
- Knowledge of accounting best practices.
- High level of integrity.

- Strong discretion.
- Strong organizational skills.
- High level of accountability.

Preferred Qualifications

- Associate or bachelor's degree in accounting, finance, business, or a related field.
- Equivalent professional experience may also be considered.
- At least 3 years of bookkeeping or accounting experience.
- Experience in a small business is preferred.
- Experience in professional services is preferred.
- Experience in consulting or agency environments is preferred.
- Experience managing books for multi-client organizations.
- Experience with project-based organizations.
- High proficiency with QuickBooks Desktop and QuickBooks Online.
- Experience with reporting and reconciliations.
- Experience with account management.
- Familiarity with payroll processes.
- Experience with expense management.
- Experience with credit card reconciliation.
- Knowledge of accounts payable and accounts receivable.
- Experience with budgeting and forecasting.
- Experience with cash-flow management.
- Experience working with CPAs and tax professionals.
- Experience working with auditors or financial advisors.
- Advanced Excel or Google Sheets skills.
- Ability to analyze and organize financial data.
- Experience improving accounting processes.
- Experience improving workflows and internal controls.
- Ability to work independently.
- Ability to manage competing priorities.
- Ability to meet recurring financial deadlines.
- Comfort working in a fast-paced environment.
- Strong judgment when priorities change.

Work Schedule

The position is approximately 80% remote in the San Antonio area.

The schedule includes:

- Monday: In-office.
- Tuesday–Thursday: Remote.
- Regular scheduled on-site work.
- Additional in-person work may be required.
- Work outside regular office hours may sometimes be required.

Benefits

- Subsidized health coverage for primary employees after 90 days.
- Dental coverage available after 90 days.
- Vision coverage available after 90 days.
- Dependent coverage available after 90 days.

- Highly collaborative team.
- Hybrid work environment.
- Unbanked PTO.
- 5 standard holidays.
- Spring Break agency closure.
- Thanksgiving week agency closure.
- Winter Break closure between Christmas and New Year's Day.

Company Values

talkStrategy focuses on strategic communication and strong partnerships.

The company's values include:

- Be Collaborative.
- Be Inspired.
- Be Kind.
- Be Strategic.
- Have fun, seriously.

How to Apply

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