

# Work Vapor

<https://workvapor.com/jobs/remote-accounting-and-bookkeeping-assistant/>

## Remote Accounting And Bookkeeping Assistant

### Base Salary

USD 15 - USD 16

### Description

**Company:** Fit For Profit

**Position:** Part-Time Bookkeeper

**Industry:** Financial Coaching / Accounting Services

**Location:** Remote – United States

**Employment Type:** Part-time

**Salary:** \$15 / Hour

**Email:** [hire@fitforprofit.com](mailto:hire@fitforprofit.com)

### Hiring organization

Fit For Profit

### Employment Type

Full-time, Part-time

### Job Location

United States

Remote work from: United States

### Date posted

03/22/2026

### Work Responsibilities:

- Manage bookkeeping for multiple assigned client accounts
- Record daily financial transactions and maintain accurate financial records
- Review and analyze client financial reports for accuracy
- Communicate with financial coaches to support client financial management
- Contact clients to clarify transaction details through calls, emails, or video meetings

### Client Setup & Account Management:

- Assist with onboarding new clients into the system
- Collect and organize essential financial information
- Set up accounting systems including QuickBooks and Gusto
- Perform bookkeeping clean-ups when required

### Reporting & Financial Tasks:

- Enter and maintain monthly financial transactions for assigned clients
- Support monthly closing activities for client accounts
- Review financial reports to help identify potential improvements
- Maintain documentation of financial activities and updates

### Performance Expectations:

- Within the first month, manage daily transactions for four clients
- Within 90 days, handle daily transactions and monthly closing for up to 15 clients
- Work toward becoming a Certified QuickBooks ProAdvisor
- Opportunity to grow into a financial coaching role as experience develops

### Required Skills:

- Basic understanding of bookkeeping principles
- Strong attention to detail and organizational ability
- Good written and verbal communication skills
- Ability to work independently in a remote environment
- Problem-solving mindset and willingness to learn new systems

**Work Schedule:**

- Part-time remote work
- Approximately 5 – 15 hours per week
- Around 40 hours per month with most work during the first half of each month
- Flexible schedule with weekly team meetings and occasional client calls

**Employee Benefits:**

- Fully remote work environment
- Flexible working hours
- Bonus opportunities based on performance

**How to Apply:**

Send your resume to [hire@fitforprofit.com](mailto:hire@fitforprofit.com) with the subject line “**I love details**”.