

**Job Title: Bookkeeper / Data Manager**

**Location: Cleveland, OH**

**Job Type: Part-Time (3 Days/Week)**

**Reports to: CEO**

**Position Summary:**

We are seeking a detail-oriented and reliable **Bookkeeper/Data Manager** to join our team. This dual-role position is responsible for maintaining accurate financial records while also managing essential business data systems. The ideal candidate has a strong foundation in bookkeeping, proficiency with financial software, and an analytical mindset for data organization and reporting.

**Key Responsibilities:**

***Bookkeeping (70%)***

- Maintain and update general ledger and financial records
- Process accounts payable and receivable
- Reconcile bank statements and credit card transactions
- Prepare monthly financial reports
- Assist with budgeting and forecasting
- Support with tax preparation and liaise with external accountants as needed
- Ensure compliance with internal controls and accounting standards

***Data Management (30%)***

- Maintain and update customer/vendor databases, product catalogs, and pricing sheets
- Organize and clean up data for internal reporting and external communications
- Create and manage spreadsheets, dashboards, and reports using Excel or other tools
- Implement systems and workflows for data accuracy, integrity, and security
- Provide data insights and summaries to support decision-making across departments
- Collaborate with team leads to understanding data needs and streamline data flow

**Qualifications:**

- Proven experience in bookkeeping, accounting, or finance
- Strong proficiency in Microsoft Excel
- Experience with Business Central a plus
- Excellent attention to detail and organizational skills
- Ability to work independently and manage multiple tasks and deadlines
- Strong communication and problem-solving abilities
- Bachelor's degree in Accounting, Business, or related field preferred

**What We Offer:**

- Competitive compensation
- Supportive team environment
- Opportunities for skill development and growth

**To Apply:**

Please send your resume and a brief cover letter to [rachel@pontemhome.com](mailto:rachel@pontemhome.com).