

Job Title: Senior Bookkeeper

Company: Kairos Ethical Marketing Solutions

Workplace Type: Remote

Employee Location: Philippines

Job type: Full-time

Job Description:

 **Senior Bookkeeper: Bring Order, Insight & Calm to the Chaos**

 **Philippines | 100% Remote | US Tech Stack**

If you're the kind of bookkeeper who doesn't just "record transactions," but actually understands the story behind the numbers, this role is for you.

We're looking for a Senior Bookkeeper who thrives on clean books, consistent processes, and catching issues before they become problems. Someone who's equal parts financial detective and *QBO expert* who genuinely enjoys turning messy books into something beautiful and bulletproof.

Why You'll Love This Role

Clean books aren't optional as we scale. We need someone who brings structure, clarity, and calm to the chaos.

✓ **No Client Calls:** Stay in your flow state. This is a fully internal-facing role with zero direct client management.

✓ **Modern Tools Only:** We work in QuickBooks Online, Asana, Slack, and Google Workspace.

✓ **Growth Mindset:** We don't just complete tasks, we improve them. Your ideas for better workflows and SOPs are welcomed and encouraged.

What You'll Do

- Manage full-cycle bookkeeping and maintain a clean, accurate general ledger
 - Execute precise month-end closes and prepare reliable internal reports
 - Prepare standard monthly financial reports (P&L, Balance Sheet, etc.) for internal review
 - Follow and continuously improve client-specific SOPs in Asana to keep workflows efficient and consistent
 - Collaborate closely with an Account Manager and internal accounting team
- Spot issues early and help prevent downstream problems

Are You the One?

- 4+ years of full-cycle bookkeeping, handling multiple clients or complex accounts
- Strong QuickBooks Online experience (ProAdvisor is a plus but we'll support you if not yet certified)
- Deep understanding of reconciliations, journal entries, payroll, and app integrations
- Comfortable working in QBO, Asana, Slack, and Google Workspace
- Detail-obsessed, process-driven, and always looking for ways to improve
- Clear communicator who thrives in remote, structured environment

Why You'll Love Working Here

- **100% remote** - Work from anywhere in the Philippines
- **Long-term stability** - This is a role with room to grow
- **Modern tools & real systems** - Clear SOPs, no guessing
- **Leadership that values quality** - accuracy, documentation, and improvement
- **A team that respects focus** - Ownership and accountability are standard

 Ready to do work that actually matters?

Send your application to eems@kairos.business