

QuickBooks Online Bookkeeper (1099 Independent Contractor – Remote)

Position Overview

We are seeking an experienced Bookkeeper to join our growing team as a **1099 Independent Contractor**. This is a fully remote position with a flexible schedule, making it an excellent opportunity for a self-motivated professional who enjoys working independently while providing exceptional service to clients.

This is **not an entry-level position**. Candidates must have previous bookkeeping experience and be proficient in QuickBooks Online. Experience with Xero is strongly preferred.

Most of our clients are insurance agencies, so prior experience working with insurance agencies or familiarity with insurance accounting is a plus.

Responsibilities

- Manage monthly bookkeeping for multiple clients through bank feed and Tax Dome integration with QBO
- Reconcile bank and credit card accounts monthly
- Review transactions for accuracy and proper categorization
- Communicate professionally with clients and our team
- Maintain organized digital receipts in Tax Dome
- Complete assigned work accurately and on time
- Work independently while managing multiple clients and soft deadlines

Required Qualifications

- Bachelor's or Master's degree in accounting or a related field
- Minimum of 4 years of hands-on QuickBooks Online bookkeeping experience
- QuickBooks Online Advanced Certification (must be current)

Preferred Experience

- Educated in how bookkeeping transactions are treated for taxes
- Experience in Xero bookkeeping
- Experience using Tax Dome practice management software
- Experience working with insurance agency clients is a strong plus

What We're Looking For in the Ideal Candidate

- Highly detail-oriented and organized
- Able to work independently with minimal supervision
- Dependable and self-motivated
- Efficient with excellent time management skills
- Professional in written and verbal communication
- Committed to producing accurate, high-quality work
- Comfortable managing multiple clients while meeting deadlines
- Confident in their bookkeeping skills

Position Details

Fully remote

1099 Independent Contractor position

Flexible schedule

Low-pressure, supportive work environment

No equipment will be provided; contractors are responsible for supplying their own computer, internet connection, and workspace.

Little to no time wasted on virtual team meetings, trainings, etc.

Compensation

Compensation is based on experience and efficiency. Contractors are paid **monthly**, with new contractors typically starting at **approximately \$20-\$30 per client, per month depending on experience**.

The time required for each client varies considerably. Some clients require approximately one hour each month, while others may take only 15–20 minutes. As you become more proficient with our workflows and software, your effective hourly earnings can increase significantly.

For example, if you have a client rate of \$25/client and have 5 clients, your monthly pay will be \$125, whether that takes you one hour to complete the work or five hours.

Contractors who consistently demonstrate exceptional accuracy, efficiency, communication, and reliability will have opportunities to receive additional clients and increase their monthly income.

How to Apply

Please submit these items to teara@gpassociatescpa.com:

Resume

A brief introduction about yourself and why you're interested in the position

Your ideal weekly/monthly hourly workload for this position.

Your bookkeeping experience, including your experience with QuickBooks Online and Xero

Any relevant certifications

Two professional references

We are looking for professionals who take pride in their work, value integrity, and enjoy helping clients succeed. If that sounds like you, we'd love to hear from you! To help us identify candidates with strong attention to detail, please start your introduction with "Hello Bookkeeping crew."

About Our Team

GP Associates is a sophisticated professional services firm providing tax, accounting, bookkeeping, and consulting services to businesses, executives, families, and nonprofit organizations. From our Chicago office, we proudly serve clients across the United States.

Our clients rely on us for our commitment to delivering high-quality work efficiently, maintaining responsive and transparent communication, and building trusted, long-term partnerships. We take a proactive, hands-on approach to helping our clients navigate financial challenges, achieve their goals, and make informed business decisions with confidence.

We are a small team at the moment, but are rapidly expanding.