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Date: October 25, 2023  
Position: StellaLife® Bookkeeper  
Apply by email: Please email your resume and cover letter to [support@StellaLife.com](mailto:support@StellaLife.com) and [info@StellaLife.com](mailto:info@StellaLife.com)

StellaLife®, Inc. is a fast-growing biotech company on a mission is to improve lives by accelerating healing, relieving pain, and reducing the need for opioids. We are searching for a self-motivated, seasoned Bookkeeper. StellaLife is building a culture of empowering our team to do the best job and to advance their career with a complete focus on exceeding our customers' expectations.

Responsibilities:

- Overseeing a company's financial data and compliance
- Maintain accurate books on accounts payable/receivable, payroll, daily financial entries, and reconciliations.
- Perform daily accounting tasks such as monthly financial reporting, general ledger entries, record payments and adjustments, bookkeeping, data entry, track orders/invoices/POs and administration work.
- Responsible of inventory and forecast management.
- An affinity for details and eagerness to quickly solve problems.
- Ability to juggle multiple assignments in a fast-moving workplace.
- Good at multitasking and problem-solving with a teamwork approach.

Requirements:

- Strong bookkeeping, organizational, communication and time management skills.
- Proficiency in technology and tools: QuickBooks, Zoom, Microsoft Suite (i.e., Excel), Google Suite, etc.
- A personal computer that is 2019 or newer (
- High internet speed of at least 50Mbps for download
- U.S. based

What We Offer:

- Grow your career and learn skills by collaborating with successful and knowledgeable professionals
- Fast-paced, positive, and supportive team environment
- Remote: work from your own home office
- Full-time position

Location: Continental US (flexible)  
Knowledge: 3 years of Bookkeeping experience (Accounting is a plus)  
Compensation: \$25/hour, no medical insurance  
Education: Bachelor's degree required  
Development: Growth opportunities

Empower your future. Improve lives & reduce opioids. Positive environment. Work from home. Continental US.