

**Job Opportunity:  
Bookkeeper (USA) & Client Manager - Part Time**

**Gush Etzion: Kfar Etzion**



Fogel CFO & Management Services

**Job Description:**

Fogel CFO & Management Services, is looking to hire a client manager and USA bookkeeper to cover the needs of our growing list of clients. If you are organized, responsible, have incredible attention to detail, and have an easy but professional way with people , we would love to have you join our team.

Businesses and Nonprofits are working hard to create value and build dreams. Fogel CFO & Management Services provides the financial infrastructure to make this happen. We offer ongoing or per-project assistance in everything money-related, big and small, so leaders can understand and unburden themselves of their financial to-do list.

**Responsibilities:**

- Responsible for comprehensive management of client Quickbooks
  - Including aspects of QB beyond bookkeeping used in operations and finance related tasks
- Prepare basic cash flow
- Communication with clients, as well as with their employees and vendors
- Quality control of expense invoices and requests for payment
- Initiate growth and system development
- Assist with workflow and tasks
- HR assistance and onboarding of clients' employees

**Qualifications:**

- Experience with Quickbooks - Must
- Experience with other collection software - Strong Advantage
- Experience with Israeli bookkeeping - Advantage
- Mother-tongue level of written/spoken English and working level of Hebrew
- Very comfortable working with Excel
- Ability to work independently and see projects through to completion
- Adept at juggling multiple tasks
- Organized
- Show initiative
- Growth and agile mindset

**Perks:**

- Work close to home from our office in Gush Etzion
- Be part of a growing company and fun-loving professional team
- Family-friendly office

Interested applicants should please send their resume to Shuey Fogel at [shuey@fogelcfo.com](mailto:shuey@fogelcfo.com).

*What we accomplish impacts the lives of the leaders with whom we work. We demand of ourselves a level of dedication and professionalism accordingly.*