

Part-Time Bookkeeper (Contract, Remote)

Bluebird Business Solutions LLC

Remote | Part-Time / Independent Contractor | Hours: Daytime, up to ~40 hrs/month

Pay: \$20–\$25/hour, commensurate with experience

About Bluebird Business Solutions

Bluebird Business Solutions provides bookkeeping and accounting support, and financial guidance to small businesses, entrepreneurs, “mompreneurs”, nonprofits, and real estate professionals. We believe great bookkeeping isn’t just about accurate numbers – it’s about giving business owners clarity and peace of mind so they can focus on what they do best. We’re a small, relationship-driven team that takes pride in excellent service, continuous learning, and helping our clients (and each other) grow both professionally and personally. Our team is based in Boulder County, and we welcome applicants from across the Denver Metro area.

The Role

We’re looking for a detail-oriented, self-motivated Part-Time Bookkeeper to support our growing client base. This is a contract position with flexible daytime hours - ideal for someone who wants steady, part-time work they can manage around their own schedule, with an understanding that workload is heavier during the first two weeks of each month and during year-end/tax season.

You’ll work directly with our team to keep client books accurate, current, and ready to support good business decisions. Additional projects for clean-ups and back-work may be considered.

What You’ll Do

- Perform monthly bookkeeping and account reconciliations across multiple client accounts
- Process accounts payable and accounts receivable
- Support payroll processing for client accounts
- Maintain accurate, up-to-date records in QuickBooks Online
- Identify and flag discrepancies or unusual transactions for review
- Communicate proactively with the team on client account status and open items
- Assist with sales tax filings and inventory-related bookkeeping where applicable
- Assist with 1099 filings where applicable
- Help ensure books are organized and audit-ready ahead of year-end and tax season

What You Bring

- 2+ years of experience in accounting (bookkeeping/accounting track, not finance) covering payroll, accounts payable, accounts receivable, and account reconciliations.
- 4-5 years or more is strongly preferred, particularly experience with book clean-ups and catch-up work – this is one of the clearest signals of problem-solving skills and attention to detail. Multi-client experience is a plus but not required; we’re happy to help build that skill.
- **Required:** Hands-on experience with QuickBooks Online
- **Nice to have:** Experience with sales tax filing and familiarity with inventory accounting. QuickBooks ProAdvisor certifications are a plus.
- Strong attention to detail with the judgment to know when to dig in and when to move on — you catch errors without getting stuck in the weeds

- Ability to self-manage, prioritize, and meet deadlines with minimal oversight
- Comfortable working independently in a remote, contract-based role
- Strong written and verbal communication skills
- A learning mindset – you stay curious, ask good questions, and welcome feedback
- A relationship-focused approach – you care about the people behind the numbers, not just the transactions
- A growth-oriented outlook – for our clients’ businesses, and for your own skills

Schedule & Compensation

- Estimated at ~20-40 hours/month, with heavier volume during the first two weeks of each month and during year-end/tax season
- Remote, contract (1099) position with daytime working hours
- Pay range: \$20–\$25/hour, based on experience

How to Apply

Please email your cover letter and resume to apply@bluebirdbusinesssolutions.com with the subject line “Bookkeeper Application – [your first and last name]” and let us know how you learned about this opportunity. To learn more about us, visit www.BluebirdBusinessSolutions.com