BOOKKEEPER MUST-HAVES

by:
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It has been said that behind every good institution is a great bookkeeper. It is probably one of the most challenging jobs since it caters to an organization’s finances. A bookkeeper records all day-to-day financial transactions, categorizes expenses and income, payment of taxes, payroll, operational expenses are all kept up-to-date and accurate. According to an article in BooksTime (2021), bookkeeping is a great profession for future career growth despite the fact that it is not as easy as other jobs; the challenges it presents is what makes it amusing to the mind.

To be an efficient bookkeeper, certain qualities are prerequisite to the job, as prescribed by the Certified Bookkeeper’s Code of Ethics. Some of these are: integrity and trustworthiness, consistency, patience, and professionalism.

Integrity and trustworthiness. As the person who handles the finances of an institution, trust is a fundamental value. Being able to deliver accurate financial data maintains trust and upholds the integrity of the bookkeeper. This also means that engagement in dishonest or discreditable activities will not be done and tolerated--the courage to always do the right thing, whether or not anyone is watching and whatever the consequences it involves.

Consistency. This is a principle of high importance in the world of bookkeeping. Recorded day-to-day transactions is the key to create a smooth experience. In addition, there should be similarity in structure of financial reports; a specific accounting policy and method must be adhered to and applied in the future transactions, as well. This also means that the bookkeeper will be more efficient in the workplace since there is familiarity on the day-to-day procedures.
Patience. Bookkeeping maybe a tedious, mind-numbing job sometimes. Dealing with piles of transactions and turning it into financial reports is indeed tiresome, no questions about that. But as repetitive as it is, having enough patience can greatly contribute to the enjoyability of the task at hand and can influence positivity in the atmosphere—a patient bookkeeper is definitely pleasing to work with.

Professionalism. As bookkeepers, maintaining the best interest of the institution’s finances is of utmost importance—providing the best service through continuous trainings and workshops to be updated on recent bookkeeping rules and other modifications to keep their employer’s confidence. Potential conflict of interests should be immediately reported and be made known to the people involved. Moreover, good communication results to good bookkeeping, which then ripples to a harmonious work environment. Bookkeepers must abide in the Code of Ethics at all times so as not to smear the profession and its reputation.

Undeniably, bookkeepers are held in high ethical standards. With the specific duties and responsibilities that the job entails, part of the institution’s success lies in bookkeeping. Indeed, behind every good institution is a great bookkeeper.

References:

