



How to be great bookkeeper



Education, Training & Communication

- A bachelor degree clears many concepts of Accounting and makes bookkeeper job easy.
- A Cert IV course in bookkeeping provides all the training to hit the ground running from day one.
- Communication skills are must to be great bookkeeper, as bookkeeper must liaise with Accountants, business owners & Auditors

Data Entry skills & Attention to details

- Bookkeeper must have skills to add the data entry quickly and accurately.
- Paying attention during the work means less problems in the future and data would be considered reliable.