

Office Manager/Bookkeeper CPA Firm

Established CPA firm seeks the right candidate with the drive and skills to grow with the company.

General requirements:

- Team player, people skills, positive attitude
- Proficient in Microsoft office
- Strong work ethic
- Pro-active
- Time management and communication skills

Qualifications:

- Proficiency with QuickBooks is required (Pro advisor preferred)
- Familiarity with business reporting
- Strong Computer skills
- Experience managing office

Duties:

- Responsible for accounting functions of firm, payroll and benefits
- Processing of weekly checks and deposits
- Oversee payables and receivables
- Uploading software updates
- Communications with IT company
- Bookkeeping, payroll preparation, and sales tax reports for a few clients

We offer a competitive benefits package:

- Based on experience
- 401(k)
- Medical Insurance
- Dental Insurance
- Yearly bonus potential
- Flexible work environment
 - Busy Season 12/15-4/30 M-F, 8-5 some Saturdays
 - Non-busy season 5/1-12/14, 30 – 35 hours/week