

## Accounting Clerk/Bookkeeper

### Qualifications:

- QuickBooks Experience
- Bookkeeping Experience
- Familiar with small business tax reporting
- Detail oriented
- Strong organizational skills

### This job will entail the following:

- Entering data into QuickBooks (Or similar software)
- Preparation of bank reconciliations
- Preparation of sales tax reports
- Preparation of payroll and associated reports
- Assisting CPAs with financial statement preparation
- Data entry for tax returns
- Requires interaction with clients
- Occasional travel to client sites

Salary \$40,000-\$45,000

### Benefits:

- 401(k)
- Health
- Dental
- Paid time off
- Flexible work schedule
- Potential for Bonus