

Office Manager for Accounting Firm

Qualifications:

- Bookkeeping experience, including proficiency with QuickBooks
- Attention to detail
- Strong Interpersonal skills

This job will entail the following:

- Manage day to day office administration
- Responsible for office payroll, bill payments, monthly reports
- Oversee office billings and prepare client statements
- Record office data into QuickBooks
- Assist with the processing of tax returns
- Maintain and oversee office personnel files
- Coordinate general office maintenance
- Complete client bookkeeping
- Preparation of client sales tax reports

Salary \$50,000-\$55,000

Benefits:

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