

OVERVIEW:

Hancock and Dana PC is a CPA firm that offers tax, business consulting, accounting, assurance, and exit & succession planning services. Client's needs are matched with the skills and experience of the professionals within the firm to create a unique and positive experience for the client.

We are looking for a **full-charge bookkeeper** to join our client accounting services staff.

Responsibilities include maintaining a set of books, periodic payrolls and other bookkeeping services for clients.

Ultimately, you will help our accounting services department run smoothly, ensuring transparency and efficiency in all transactions for clients.

Responsibilities:

- Use of QuickBooks, QuickBooks on-line and Sage 50 accounting software
- Enter payables and make payments via check or ACH
- Enter customer receivables and email invoices to customers
- Record customer payments into QuickBooks
- Reconcile bank accounts
- Prepare payrolls and remit tax deposits
- Prepare payroll tax returns
- Other accounting duties as assigned
- Prepare sales and use tax returns
- Review client books and make adjusting journal entries
- Update asset additions thru AssetKeeper

Requirements:

- Work 40 hours per week (flexible schedule)
- 2 years of experience in accounting
- Knowledge of bookkeeping procedures
- Good math skills and the ability to spot numerical errors
- Hands-on experience with MS Excel and QuickBooks, QuickBooks on-line and Sage 50 accounting software
- Organization skills
- Ability to handle sensitive, confidential information

Reports to:

- Account manager