



Date Close: 09/15/18

Job Title: Bookkeeper

Position Type: Part time with potential seasonal increase in hours

Pay: Based on education & experience

Job Description: The Bookkeeper will assist with general accounting and office administrative tasks. For consideration, the ideal candidate will be a person of high moral character and a self-starter that is comfortable working independently with the willingness to take on new challenges. You must have an understanding of computer operations and accounting transactions. Knowledge of Microsoft Office Suite a must. Experience with accounting transactions using accounting software is preferred.

Responsibilities include:

- Enter, calculate and process payroll transactions
- Make tax deposits on behalf of clients for the following: Payroll, Sales, and Quarterly taxes
- Perform account analysis and bank reconciliations
- Prepare and enter journal entries and other month end accounting activities and reports
- Complete general office tasks such as emailing, copying, faxing, answering phones, and formatting documents
- Serve as the first point of contact for visitors and clients

Requirements:

- Desire to work in a growing, family-owned, small business environment
- Formal academic accounting training or equivalent experience
- Data entry and clerical skills
- Strong written and verbal communication skills
- Good hands-on experience with Microsoft Office products Word and Excel
- Professional demeanor with an eye for detail and above average organizational skills
- Ideal candidates will have a commitment to see the organization prosper through their abilities

Contact: Please submit letter of interest and resume to jobs@joemtuckercpa.com for consideration or mail to:

Joe M. Tucker CPA, PC
Job Search
P.O. Box 866
Russellville, AL 35653

All candidates must be 18+ years of age and able to pass a pre-employment drug test and criminal background check.

Member of American Institute of Certified Public Accountants & Alabama Society of Certified Public Accountants

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