



Date Close: 7/01/18

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, specifically using Microsoft Office Suite. 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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