



Bookkeeper – Full-time or Part-time Position

Are you a self-starter? Do you describe yourself as ambitious? Are you a team player—who also happens to be great with numbers??

If you answered “yes” to all of the above, we’ve got just the job for you! We’re seeking a highly motivated person to join our small accounting firm, Wood CPA, as a Bookkeeper. Established just three years ago, our firm is experiencing *rapid* growth.

What does that mean for you? It means **unlimited potential** for our employees as our firm continues to expand. If you’re looking for more responsibility and more variety than what most larger firms can offer, then this is the place for you.

The right candidate will be ready to wear many hats as the business grows, and can count on having a refreshing amount of variety and excitement in their work day. If you’re excited to join the crew of a small business where growth is the name of the game, then we’re excited to hear from you!

This position is responsible for a wide range of tasks, including:

- Record client transactions
- Prepare bank and credit card reconciliations monthly
- Prepare journal entries for depreciation and accruals
- Assist clients in running their payroll
- Prepare 1099s
- Financial statements preparation assistance
- Developing and maintaining positive relationships with clients
- Other functions as needed

Experience required:

- 2-year accounting degree or equivalent

Experience preferred:

- 1-5 years of experience
- Experience using QuickBooks, Gusto, and Microsoft Office

Benefits:

- On-site fitness center and café
- PTO days vary whether full-time or part-time
- 9 company holidays
- 2 additional employee’s choice holidays
- Family-friendly environment
- Flexibility with hours
- Potential for remote work days