



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. This is a full-time or part-time, in-office position with the compensation range of \$23.00-\$26.00/hour.

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
- Reconcile bank statements and other financial documents
- Prepare and process adjusting journal entries
- Manage accounts payable and accounts receivable
- Assist clients in running their payroll
- Financial statements preparation assistance
- Developing and maintaining positive relationships with clients
- Other tasks as needed

Experience/Skills required:

- 2-year accounting degree or higher
- Knowledge of GAAP
- Ability to work independently and meet deadlines

Experience preferred:

- 2+ years of experience in public accounting
- Experience using QuickBooks, NetSuite, Gusto, and Microsoft Office

Benefits:

- On-site fitness center and café
- PTO
- Paid holidays
- Family-friendly environment
- Flexibility with hours