

Bookkeeper/Accountant

We are a well-established Accounting firm seeking a full-time bookkeeper to support our growing clientele. We pride ourselves on providing a high level of quality service on a timely and professional basis. We are an extremely fun office and provide a warm and welcoming work environment along with competitive compensation. We are looking for a high energy, well organized, outgoing person with QuickBooks experience to join our growing team.

Who You Are:

- A hard-working team player interested in an exciting and new opportunity
- Outstanding organizational and analytical skills. Detail oriented.
- Experience using QuickBooks is preferred, but not required
- Proficiency with Microsoft Office: Excel, Word and Outlook
- Professional, friendly, positive and upbeat
- Able to work under pressure
- Reliability and punctuality are essential

What You'd Do:

- Provide friendly and professional customer service
- Work with multiple clients, providing different levels of service based on their needs
- Managing and administering payroll, benefits, and compliance reporting
- Reconciling bank and credit card accounts
- Manage Accounts Payable and Accounts Receivable
- Prepare and file all city, state and federal reports and payments prior to due dates
- Manage tasks independently and within a budget
- Work with a team to deliver high quality, timely service to our growing and diverse client base
- Thrive in an innovative and fast-paced environment
- Direct contact with clients, creating lasting relations to educate, serve, and advise

- Exercise creativity and problem-solving skills

What We Offer:

- Friendly, team-oriented office
- Excellent training and mentoring
- Flexible schedules
- Awesome team to work and grow with
- Team events/outings, wellness challenges, and friendly office competitions
- Competitive compensation and benefits package, including health insurance and 401(k).
- Generous vacation and holiday paid time off.

How to Apply:

If you believe you are a good fit for this position and meet all of the requirements listed above, please apply in person at 6601 W Deschutes Avenue, Suite C, in Kennewick with a resume and cover letter explaining why you think you would be the perfect fit for this position and opportunity. Any resumes received without a cover letter will not be considered. Out of town applicants may email their cover letter and resume to eve@accountsense.net.