

Position: QBO CERTIFIED BOOKKEEPER

We would like to hire an experienced individual to be part of our team of professionals dedicated to excellence.

**Experience & Skills:
Required**

- Minimum 4-5 years' bookkeeping experience
- QuickBooks Online certification
- Strong working knowledge of QuickBooks & other bookkeeping software
- Familiarity with related software applications
- Strong knowledge of general accounting
- MS Word, Excel, PowerPoint and Outlook

Responsibilities:

- Bookkeeping: Set-up, Training, Clean-up and/or after the fact bookkeeping
- Tax:
 - Payroll & Sales tax return preparation
 - Collate income tax returns
- Client Interaction

Personal Attributes:

- Work well in a team environment
- Strong communication and interpersonal skills

We offer:

- Competitive compensation
- Comfortable work environment: relaxed, warm, professional
 - Possibility of working from home some of the time
 - Flexible schedule
- Opportunities for growth
- Professional development and education
- A supportive team environment

For over 79 years, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com