



**Position: QBO CERTIFIED BOOKKEEPER – FULL TIME OR PART TIME - HYBRID**

**We're looking for 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 Include:**

- Collaboration with co-workers & Client Interaction for:
  - Bookkeeping: Set-up, Training, Clean-up and/or after the fact bookkeeping
  - Payroll & Sales tax return preparation

**Personal Attributes:**

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

**We offer:**

- Competitive Compensation
- Flexible Schedule
- Hybrid Work from Home
- Comfortable in office work environment: relaxed, warm, professional
- Opportunities for growth
- Professional development and education
- A supportive team environment

For over 84 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](http://www.ce-cpa.com)**

**Resume & cover letter may be emailed to [admin@ce-cpa.com](mailto:admin@ce-cpa.com)**