

Title: Full Charge Bookkeeper/Paraprofessional

Classification: Full- Time

Reports to: Engagement Managers and/or Clients

Summary of Responsibilities

This individual is responsible for providing limited and full service bookkeeping and payroll services to the firm's clients. In addition this individual will, on occasion, assist the professional staff by providing bookkeeping and preparation of certain work papers and schedules for attestation and tax engagements.

Essential Functions

1. Perform bookkeeping and payroll services for clients.
2. Assist with preparation of attestation and tax work papers including trial balances, depreciation schedules, and debt amortization schedules.
3. Work well directly with clients and firm staff.
4. Need to be a self starter. Take the initiative to complete tasks assigned.

Other Functions

1. Perform other duties as assigned from time-to-time by the firm's partners or professional staff.
2. Occasional work at client locations.
3. Performing various tasks concurrently; multi-tasking.
4. High level of overtime may be required during tax season. Moderate to low overtime required throughout the year.
5. Recognize and promote other services that we can provide to clients; rainmaking.

Required Experience

1. Individuals at this level normally have a basic understanding of accounting and bookkeeping. Experience with tax preparation is valued. College degree is not required; however, classes in accounting and/or tax would count toward experience.

This job description does not list all the duties of the job. You may be asked to perform other assignments and duties. You will be evaluated based on performance of the tasks listed in this job description.

The firm's management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.