

Bookkeeper - Client Accounting Specialist

at Strategis CPAs & Consultants, PA
Lutz, FL

As a **Bookkeeper – Client Accounting Specialist**, you will play an essential role in shaping both our staff and client experience. We are seeking a well-organized, experienced bookkeeper who enjoys working with and developing relationships with a group of clients to handle their outsourced bookkeeping, accounting and payroll needs in a QBO eco-system. This position can be either full- or part-time (less than 25-hours per week).

SALARY:

\$20-\$26/hour, commensurate with experience

WHO WE ARE:

Strategis CPAs is a modern advisory firm, providing automated bookkeeping, tax and advisory services for trustees and professional service businesses and their owners. We use a client-centered team approach. Each member is a specialist in their area but cross trains to step in when the situation requires. We always look for new ways to utilize technology to save our clients and ourselves time and money. While our size allows us to be nimble and constantly evolving, we also know how to have fun – from chair-massage Tuesdays to spontaneous wine breaks. Our goal is zero overtime and no travel.

WHAT YOU WILL DO:

- Manage bank account and credit card feeds, prepare journal entries, and reconcile accounts in QBO and QB Desktop
- Enter account transactions and reconcile general ledger accounts
- Manage client accounts payable using Bill.com
- Prepare payroll using ADP Run
- Record fixed asset activity and depreciation
- Maintain client documents in a paperless environment
- Update information for tax preparation and reconciliation

QUALIFICATIONS & SKILLS:

- High school diploma or equivalent required, and AA degree or higher in Accounting or Business preferred
- 5-plus years of relevant accounting experience
- High personal integrity
- Motivated, creative, and innovative
- Ability to provide outstanding client service and treat individuals with respect
- Experience handling projects that require a high attention to detail and ability to follow checklists
- Self-starter with a positive and friendly attitude
- Ability to handle confidential materials discreetly
- Ability to multi-task and effectively manage project deadlines
- Strong independent and team-based problem solving and organization skills
- Strong communication skills
- Comfortable working in a paperless environment
- Proficient with QBO and QuickBooks Desktop
- Proficient with Office 365 (Excel, Word, OneNote, Teams) and Zoom
- Comprehensive understanding of double-entry accounting and able to prepare journal entries as needed

BENEFITS:

- PTO/Vacation/Holidays
- Flex hours
- 401K (full-time only)
- Health insurance (full-time only)
- Dental/Vision insurance available (full-time only)

Disclaimer:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Strategis CPAs & Consultants, PA is an equal employment opportunity employer and does not discriminate against any applicant because of race, creed, color, age, national origin, ancestry, religion, gender, sexual orientation, disability, genetic information, veteran status, military status, application for military service or any other class protected by state or federal law. Qualified Applicants must be legally authorized for employment in the United States. Qualified Applicants will not require employer-sponsored work authorization now or in the future for employment in the United States.