

## **Job Description**

Hoyt Advisors is a growing full-service accounting firm. We provide a wide range of services to businesses and individuals. This is a full-time position. The ideal candidate will have accounting and bookkeeping skills with tax prep skills being a bonus. They will be self-motivated, trustworthy, and productive working with little supervision. Must be confident in learning and embracing new technologies to deliver outstanding communication and quality service.

**Salary:** \$15 - \$18/hour      Compensation dependent on experience and abilities.

### **Benefits:**

- Simple IRA
- Health Insurance
- PTO

### **Responsibilities:**

- Bookkeeping
- Payroll
- Sales tax preparation
- Assist with tax return preparation
- Communicate directly with clients via phone, email, and video chat
- Various office related responsibilities

### **Work Experience:**

- Bookkeeping – 1 Year Required
- Payroll – 1 Year Preferred
- Tax preparation – 1 Year Preferred

### **Education:**

- A Bachelor or Associates degree is preferred but we believe experience can be as valuable as education. If you don't have a degree but are a seasoned bookkeeper or an expert QuickBooks user with several years of experience, we would encourage you to apply.

### **Skills:**

- QuickBooks - Required
- Microsoft Office Suite - Preferred
- Ultratax – Preferred