

DeWitt · Giger, LLP is looking for our next great team member to fill the role of Bookkeeping Associate. This role represents a key member of our accounting services team. Our firm services small businesses, so efficiency and accuracy are key in delivering clients error-free and timely financial information.

Recommended Skills/Qualifications:

- Experience using Microsoft Office products (specifically Outlook, Word, and Excel)
- Ability to adapt and learn new technology
- QuickBooks/QuickBooks Online experience required
- Minimum 5 years of experience providing bookkeeping services
- Ability to self-manage projects
- Excellent time management
- Ability to communicate in a professional manner in-person, via email and other electronic means

Duties/Responsibilities:

- Prepares monthly balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files tax forms with federal, state, and local government agencies.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other related duties as assigned

For consideration, please email your resume to mperson@dewittgiger.cpa or mail to: Human Resources, P.O. Box 15197, Monroe LA 71211-5197