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## Client Bookkeeping Specialist

### Who we are:

We are a tech-savvy, remote-work-friendly, modern firm looking for power performers to enhance our healthy culture. At Drexler & Associates, we strive every day to be better by providing clients with proactive support that makes the most significant impact possible on their professional and personal lives.

Are you a power performer? Do you like being a team player while also working independently? Can you communicate on multiple platforms—in-person, via email, video conferencing—simultaneously with clients and coworkers? Then you may just be our new Virtual Assistant. Read on to see if we're a good fit for each other.

### What we'll like about you:

- Experience with Microsoft Office (specifically Outlook, Word, Excel and PowerPoint)
- Experience with QuickBooks/QuickBooks Online
- Dedicated to excellent client service and providing a rich, frictionless client experience
- Ability to learn and implement new technology
- At least 3 years of experience in an environment with client contact
- At least 2 years of experience providing bookkeeping services

### What you'll be doing:

- Accepting bank feeds, entering journal entries, reconciling accounts and preparing payroll
- Accounts Payable, updating deposits, preparing payroll and reconciliations
- Updating tax preparation information
- Handling client payroll on a bi-weekly, semi-monthly, weekly, or monthly processing schedule

### What success looks like in this role:

- Providing outstanding customer service and treating individuals with respect
- Completing client deliverables on time
- Continuing professional growth training

### What's in it for you:

- Flexible schedule (part-time or full-time)
- Remote work environment
- Vacation
- Employer paid retirement plan

### What's next?

Are you intrigued by this opportunity? Slide into our DMs [[hr@drexler.cpa](mailto:hr@drexler.cpa)] with your resume and a 2-minute reel telling us how you are a power performer. We'll send you an email to set up our first interview if selected for the interview process. If not, we wish you luck in finding your new adventure.

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