

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: \$19-\$20 / 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 Preferred
- Payroll – 1 Year Preferred
- Tax preparation – 1 Year Preferred

Education:

- Bachelor of Accounting

Skills:

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