

## **JOB DESCRIPTION FOR BOOKKEEPER**

We are seeking an Accountant or Bookkeeper who is a QuickBooks Pro Advisor, has extensive experience in the preparation of Sales Tax Returns, Payroll Tax Returns, Individual Tax Returns, Corporate Tax Returns, with exceptional organization and customer service skills.

Preparation of financial statements according to GAAP. Extensive experience with adjusting journal entries, and account reconciliation. Preparation of yearly W-2's, W-3's and 1099's.

The ability to multi-task a variety of tax, and accounting clients. Applicant must possess strong communication skills, and tax problem solving skills with various tax agencies such as the IRS, FTB, BOE, and EDD.