

PICERELLI, GILSTEIN & COMPANY, LLP

Certified Public Accountants and Consultants

Bookkeeper

Full or part-time bookkeeper position available at Piccerelli, Gilstein & Co., LLP. This is a great opportunity for someone with strong QuickBooks skills (both on-line and desktop) to join our paraprofessional team in servicing our diverse range of clients.

Responsibilities

- Accounting functions, including daily cash management, reconciliations, month-end and year-end procedures and interfacing with the firm's internal professionals and external clients
- Maintenance and reconciliation of all accounts payable/receivable
- Preparation of Payroll and sales tax returns, including W-2s and 1099 forms

Requirements

- High School Diploma but Bachelor's degree in business or accounting preferred
- 3 years of bookkeeping experience minimum
- QuickBooks ProAdvisor certification a plus
- Ability to multitask and hold accountable to deadlines and calendared events
- Strong verbal and written communication skills
- Excellent organization and execution skills
- Ability to multi-task and manage processes
- Able to work with limited supervision
- Dependable
- Likes new challenges

The firm offers a comprehensive benefits package. Salary is commensurate with experience.

Application Instructions: please submit resume to hr@pgco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.