



**JOHN A WAREKOIS**  
CERTIFIED PUBLIC ACCOUNTANT  
CPA LLC

**Job Title:** Bookkeeping Specialist  
**Company:** John A Warekois CPA LLC  
**Hours:** Monday to Friday  
**Status:** Full-time/ Part-time/ Flexible Schedule

We are busting at the seams with opportunity. Our amazing staff is growing leaps and bounds and will need additional help as our CPA firm continues to grow. You'll play an important role in our company's financial operations, ensuring accuracy in accounting and compliance with the law.

### **Bookkeeping Specialist**

Experience with QuickBooks Online and/or Desktop accounting software. This position will produce a variety of reports, including income statements and balance sheets. Review for accuracy in reports, figures, and postings. Reconcile accounts and a wide range of financial transactions depending on the business they support. Reporting any discrepancies found in the records to the client, tax preparer, or CPA. Provide administrative and bookkeeping assistance to clients, tax preparers, or CPA.

- Bookkeeping experience: 2-3 years (Required)
- Strong knowledge of QuickBooks (Required)
- Bookkeeping Certificate or an Associate's Degree in accounting, finance, or related field, preferably
- Previous work in a CPA firm a big plus - but not mandatory

### **Knowledge, Abilities, and Skills for All Positions**

- Excellent customer service skills
- Proficient in MS Office
- Trustworthy with attention to confidentiality
- Outstanding organizational ability with great attention to detail
- Excellent communication skills to interact with clients, vendors, and colleagues
- Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Knowledge and experience with spreadsheets
- Ability to work independently
- Good research and analysis skills
- Stay up to date with current trends.

### **Desirable Skills Include**

We are looking for team members who are capable of handling sensitive and confidential information and conduct himself/herself with a professional attitude. Applicant must have the ability to work well, both independently and as part of a team, in a fast-paced environment, handling a high volume of work while maintaining quality and accuracy.

Our ideal candidate is authentic, diverse, considerate, dependable, and ethical. Works in a thoughtful and thorough manner. Members of the accounting department must possess strong computational and analytical skills.

Other necessary qualities include strong organizational skills with the ability to prioritize and manage time well, the ability to communicate effectively, both verbally and in writing, a problem-solving attitude, and the willingness to take initiative and exhibit resourcefulness.



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**Benefits – After 90 days**

- Health Insurance
- Retirement Plan With Match
- Paid Time Off

**Other:**

- Professional Development Assistance
- Flexible Hours
- Casual Business Attire
- Incredible Place To Work!
- Office Snacks

If you require alternative methods of application or screening, you must approach the employer directly to request this, as Indeed is not responsible for the employer's application process.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.