



Job Description – Small Business Services Bookkeeper

Cray, Kaiser Ltd. is looking for a full-time bookkeeper experienced in working directly with clients in assisting them with their accounting needs. This person should possess strong QuickBooks skills needed to work in collaboration with our professional staff performing bank reconciliations, write-up work, accounts payable, accounts receivable, data entry and various projects as assigned. Travel to client's office location will be required in many instances.

Desired Skills & Experience

- QuickBooks Pro Advisor certification preferred
- 3 – 5 years of experience with QuickBooks accounting software required
- Ability to manage multiple projects and deadlines
- Self-starter and team player
- Experience with Excel
- Thomson Reuters Software a plus

Company Description

Since 1972, Cray, Kaiser Ltd. has been serving a diverse client base with a focus on the family-owned or closely-held business. Besides the standard audit, accounting, and tax programs, we offer our clients a full range of business consulting services to assist with the complete life cycle of the business.

Contact:

Please e-mail your resume and salary requirements to: joinourteam@craykaiser.com