

Bookkeeper

Job Description

Permanent part-time position available with Ulrich & Associates, PC a growing CPA firm in Ogden, Utah that involves approximately 20 to 25 hours per week.

Responsibilities:

- Work directly with multiple clients to compile monthly, quarterly, or yearly financial statements based on bank records, account registers, and point of sale reports.
- Answer incoming client questions on QuickBooks processes.
- Assist with various tax filings including: payroll forms, sales tax forms, property tax forms, etc.
- Possible assistance with business tax preparation.
- Various QuickBooks conversion processes, both inhouse and for clients.

Qualifications:

- 1-2 years+ working knowledge of QuickBooks is required.
- Proficiency with Word & Excel software programs is preferred.
- Analytical and organizational skills are a must and the ability to multi-task and manage daily/weekly deadlines is required.
- Entering bank transactions and doing bank reconciliations are a significant part of this work.
- Potential to work remotely will be considered, but coming into the office 1-2 days per week would be required

Additional Information:

Ulrich and Associates is a full-service accounting and tax firm based out of beautiful Ogden, Utah. Our firm is committed to serving our clients in the most personal, professional, and ethical manner possible. We have been in business 26+ years and have a loyal client base, many of whom are second generation. We consider our employees to be one of our greatest assets, and treat all employees as professionals. We have a family-friendly environment that recognizes each individual's need to balance the demands of both professional and family life.

Compensation commensurate with experience, but starting range is \$20-24 per hour with eligibility for performance bonuses.

If you qualify and would like to be part of our firm and enjoy delivering outstanding client service with the highest of standards, we would love to hear from you.

Please email your resume to: ulrich@ulrichcpa.com