

FULL-CHARGE BOOKKEEPER – Full-time or Part-time Flexible Schedule Employee

Dynamically growing CPA firm centrally located southwest of downtown Austin and recognized as one of the top CPA firms in Austin has a career opportunity for part-time with flexible employment. For the self-motivated professional, we offer the flexibility to work remotely some days, as well as to collaborate at staff team meetings at the office every week.

The firm is a leader in servicing the complex accounting needs in the Austin community, as well as for rapidly growing global corporations in industries that include technology, oil and gas, real estate, construction, aviation, manufacturing, website distribution, and licensed professional services. The executive team members average over twenty years of experience in designing customized solutions to address progressively complex tax and accounting challenges.

Requirements include:

- Two to five years minimum experience and expertise in AP, AR, reconciliations, and period-end closings.
- Adobe Acrobat experience and computer literacy are essential in our paperless environment.
- QuickBooks Online Plus with Full Service Payroll competency is preferred.
- At least a two-year accounting degree is required.

Responsibilities: The qualified individual will perform full-charge bookkeeping tasks for multiple clients, mostly in QuickBooks Online Plus.

- Enter transactions in QuickBooks from bank & credit card online access or import transactions from bank accounts.
- Code transactions to proper expense accounts.
- Reconcile bank and credit card accounts.
- Reconcile merchant services accounts.
- Examine books and make adjustments as necessary.
- Set up payables in Bill.com
- Prepare payroll for approval in QuickBooks Online Plus Full Service Payroll

To apply please fill in the Employment Application at <http://www.mangoldcpa.com/wp-content/uploads/2018/07/Employment-Application-Form.pdf> with information not recorded on an attached resume, and email the resume and employment application to the email address at the top of the form.