Bookkeeper/Office Assistant for CPA Firm

Full-service CPA firm located in Ellicott City is seeking a part-time, permanent bookkeeper/office assistant to join our team. This position offers flexibility; however, additional time may be required during our busy season (January – April) when the workload significantly increases.

The ideal candidate will be a professional and reliable team player, willing to do some office work in addition to bookkeeping. They will conduct themselves in an ethical and trustworthy manner, maintaining client confidentiality at all times. Organization and attention to detail are essential to this position.

Job responsibilities:

- After-the-fact QuickBooks and QuickBooks Online bookkeeping for various clients
- Interact with clients to resolve bookkeeping questions
- Preparation of quarterly payroll returns for limited number of clients
- Organization and scanning of tax documents
- Processing of completed tax returns, when needed
- Assist with other office duties, as needed

Experience and Skills:

- Experience in a professional office setting preferred
- Experience with QuickBooks required (either currently certified or interested in becoming a Certified ProAdvisor)
- Knowledgeable in Microsoft Office (Outlook, Excel and Word)
- Excellent written and verbal communication skills
- Knowledge of generally accepted accounting principles and bookkeeping requirements
- Ability to manage multiple projects and deadlines while maintaining organization and accuracy
- Ability to operate independently and self-manage projects

We offer competitive wages and benefits, along with a friendly work environment. This position is flexible, allowing for remote work, however, weekly in-office hours are required.

To learn more about our firm, please visit our website at www.tauruscpas.com.

Please submit a cover letter with your salary requirements and a copy of your current resume to info@tauruscpas.com.