

JOB POSTING

Job Title: Bookkeeper/Payroll Assistant/Office Administrator

Salary: Depending on Experience \$12 to \$18

Job Closing Date (mm/dd/yy): 08/30/2018 for resumes

Company Name: John & John PLLC

Contact Person: Tristan John

Address: 325 South Woodruff Ave

City/State: Idaho Falls, Idaho

Phone Number: 208-524-5171

Web Address: www.johnandjohnaccounting.com

Contact email: taxes@johncpas.com

General Responsibilities:

Local professional office searching for a bookkeeper. Responsibilities would include the following:

- Assisting administrative staff in answering the phone, greeting clients for appointments, and other administrative duties.
- Assisting clients with bookkeeping needs using QuickBooks and QuickBooks online.
- Preparing payroll for several local businesses and filing quarterly payroll reports.
- Managing workflow during the payroll process.

Job Qualifications:

Basic knowledge of excel, word, and outlook. A successful team member will need to be energetic, a self-starter, organized, willing to work hard to meet deadlines, willing to work with the public on a daily basis. Professional dress is required. Can be part/full time for fall but full time starting January 1, 2018.

Application Process:

Resumes will be accepted via email at taxes@johncpas.com until August 30th and interviews will follow.