

## **BOOKKEEPER JOB DESCRIPTION**

### **JOB SUMMARY:**

The Bookkeeper position reports to the Tax or Audit Manager and is responsible for providing bookkeeping and basic tax reporting services working as an integral member of both the Tax and Audit Practice Teams.

### **RESPONSIBILITIES:**

- Builds strong working relationships with clients.
- Effectively documents work.
- Identifies and communicates client and engagement issues as well as progress in a timely and organized manner.
- Works as an effective team member to accurately complete project components and tasks, including:
  - Preparing bank reconciliations.
  - Reconciling all balance sheet accounts.
  - Preparing monthly journal entries.
  - Preparing monthly payroll and journal entries
  - Preparing quarterly and annual payroll reports.
  - Preparing monthly and annual financial statements.
  - Preparing Forms 1099 and 1096.
  - Preparing sales tax returns.
  - Preparing basic income tax returns.

### **REQUIRED SKILLS:**

- Strong organizational skills and attention to detail.
- Strong analytical, technical and research skills.
- Ability to balance multiple priorities and complete assignments within time constraints and deadlines.
- Strong verbal and written communication skills.
- Ability to quickly adapt to changing client and business dynamics.

### **REQUIRED QUALITIES – The MW&A Way:**

- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.
- Be kind.



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### **REQUIRED EDUCATION AND EXPERIENCE:**

- Associates or Bachelor's degree in Accounting or Business Administration or equivalent on-the-job experience.
- Enrolled Agent certification is a plus.
- Proficiency in Microsoft Office software programs and QuickBooks (QuickBooks Pro Advisor is a plus).

### **ABOUT MW&A:**

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms and high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicago for associations, foundations and charitable groups.

At MW&A, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

### **HOW TO APPLY:**

Interested candidates should email their resume to [info@mannweitz.com](mailto:info@mannweitz.com) with Bookkeeper Job Application in the subject line.