



Certified Public Accountants

Bookkeeper

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of accounting, audit, consulting and tax services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

Title: Bookkeeping

FLSA Status: Full Time, Non- Exempt

Position Purpose

As a Bookkeeper you will be providing a variety of basic accounting and bookkeeping services for clients. These duties are commonly performed in-house and include processing of financial information.

Major Tasks, Responsibilities & Key Accountabilities

- Accounts Payable processing including coding, entering bills, and generating payments
- Code and enter credit card activity and reconcile account
- Code and enter checks and deposits
- Bank reconciliations
- Process client payrolls - live and after the fact and make payroll tax payments
- Prepares quarterly and annual payroll taxes
- Calculate and make sales tax payments
- Make payroll journal entries
- Analyzes and tests accuracy and reasonableness of work completed and information presented
- Communicates with team lead for timely and cost effective completion of projects
- Achieves chargeable budgeted time goals
- Assists clients with set up or training on accounting software

Authority

- No Supervisory Duties

Contacts

- Performs client contact to answer questions or request additional information

KSA, Competencies and Administrative

- Completes and releases time on a daily basis
- Identifies continuing education classes for technical advancement
- Stays current on accounting rules and regulations related to functional area
- Accounting / Bookkeeping skills
- Multi-task, problem solve, and complete all assigned duties
- Strong written and verbal communication; excellent interpersonal skills
- Organized and detail oriented; able to maintain records and files
- Able to conduct themselves in a professional manner with clients and internal staff
- Ability to produce high quality work; able to maintain confidentiality at all times
- MS Office Suite, Quick Books
- Able to perform multiple tasks in tight timeframes to meet tax deadlines

Qualifications

- H/S Diploma with Advanced Technical School or Accounting courses towards AA degree
- 1 - 2 years experience as an Accounting Clerk or in a Bookkeeping function.