

Job Posting- Jun 2011

Company: Zimmerman & Co. CPAs

Address: 1080 Nimitzview Dr., Suite 400, Cincinnati, OH 45230

Brief History: We are a local accounting firm focusing on small business accounting and bookkeeping, tax, financial planning, payroll services, Certified QuickBooks and similar accounting services. Located on the east side of Cincinnati in Anderson Township, we have been serving businesses and individuals from across the Greater Cincinnati and Northern Kentucky area, Indiana and across the country since 1986.

Position: Bookkeeper

Summary: Local accounting firm in Cincinnati, Ohio looking for a Bookkeeper to join a small fast-paced work environment, focused on providing small business accounting and bookkeeping, tax and financial planning, with superior customer service and support.

Job Descriptions/Requirements:

- Bookkeeper, also known as an accounting clerk or accounting technician, is a person who records the day-to-day financial transactions of an organization.
- The bookkeeper will be responsible for ensuring all transactions are correctly recorded for clients

Required/Mandatory Skills:

- Ability to reconcile bank accounts, credit card accounts and other Balance Sheet accounts.
- Experience with accounts payables and accounts receivables.
- Cash flow management skills required.
- Prepare payroll and related payroll taxes and forms required- knowledge of due dates and calculations.
- Proficiency in computer software applications including Excel, Word, and Outlook and QuickBooks.
- Excellent written and verbal communication skills to interact with team and clients.

Desired/Optional Skills:

- Strong organization skills, able to multi-task.
- Solid decision making capabilities and ability to communicate those decisions and results to supervision.

Qualifications:

- Minimum of 2 years of experience
- Excellent written and verbal communication skills
- Excellent time management skills and proven ability to multi-task competing priorities

Qualified applicants should send their resume and salary requirements to jobs@zimmerman-cpa.com or visit our website at www.zimmerman-cpa.com.

Absolutely no phone calls and no recruiters.