

Job Posting- Nov 2012

**Company:** Zimmerman & Co. CPAs

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

**Position:** Bookkeeper

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

**Job Descriptions/Requirements:**

- Bookkeeper records the day-to-day financial transactions of multiple clients, ensuring all transactions are timely and accurate.

**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.

**Desired/Optional Skills:**

- Strong organization skills, able to multi-task.
- Solid decision making capabilities and ability to communicate those decisions and results to supervision.
- Ability to work well independently and in a team environment.

**Qualifications:**

- Minimum of 2 years of experience
- Excellent written and verbal communication skills to interact with team and clients.
- Excellent time management skills and proven ability to multi-task completing priorities

Qualified applicants should send their resume and salary requirements to [jobs@zimmerman-cpa.com](mailto:jobs@zimmerman-cpa.com) or visit our website at [www.zimmerman-cpa.com](http://www.zimmerman-cpa.com).

Absolutely no phone calls and no recruiters.