

We are seeking a **Full Charge Bookkeeper** to join our well-established CPA firm. We offer opportunities for career and personal development, as well as competitive salaries, comprehensive benefits, and paid time off.

The Bookkeeper will work closely with our CPAs to help our clients with their bookkeeping, payroll and accounting functions. This is a hands-on position where you will provide accounting assistance along with nurturing of client relationships. This is a full-time position with some OT/weekends after year end and during tax season.

**Responsibilities to include but not limited to:**

- \* Consulting with clients regarding bookkeeping, accounting and payroll
- \* Preparing monthly/annual financial statements for our small business clients
- \* General ledger entries
- \* Bank reconciliations
- \* Accounts payable and accounts receivable
- \* Payroll preparation and review
- \* Anticipate client needs and respond timely and professionally to client emails/calls.
- \* Entering and tracking fixed asset purchases in depreciation software

**Qualifications:**

- \* 3+ years of previous bookkeeping experience (AP/AR/GL/financial statements)
- \* Excellent communication and interpersonal skills
- \* Strong organizational skills
- \* Advanced proficiency with QuickBooks, Microsoft Excel, Word, and Outlook
- \* Knowledge of tax return processing helpful

To be considered for this position, please submit your cover letter, resume and salary requirements.

**About the firm:**

With offices in Sandpoint, ID and in Fargo, ND, this growing public accounting firm is seeking entry-level and experienced, management-level professionals to join our outstanding team. We are a strong diverse firm; we offer a variety of services - tax, consulting, financial planning and investment management. We offer a life/work balance, a professional yet fun working environment, with rewarding and challenging careers, competitive salaries and family-friendly benefits.

To be considered for this position, please submit your cover letter, resume and salary requirements to [cpa@wscpas.us](mailto:cpa@wscpas.us).

*We are an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard.*