

Title: Senior Bookkeeper
Department: Tax
Reports to: Manager
FLSA Status: Full-Time, Non-Exempt
Date Revised: July 2011

Summary:

Performs day-to-day full charge bookkeeping functions for clients.

Essential Functions:

1. Inputs information provided by client in the form of invoices, bills, checks or other registers. Performs check runs utilizing several different software packages, including Creative Solutions and QuickBooks.
2. Prepares journal entries.
3. Performs bank reconciliations and traces discrepancies.
4. Receives and inputs clients' accounts payable invoices and generates payments.
5. Prepares appropriate schedules and reports as requested by clients and partners.
6. Handles clients' payrolls.
7. Trains and assists Assistant Account Managers.
8. Spends time at clients' offices for special projects, client personnel training, setting up of accounting systems, and performing tasks at client's office which are outlined in 1 thorough 7 above. This will require traveling to clients in southern California area.
9. Month-end and Quarter-end duties include compilation of financials, sales tax and payroll tax returns.
10. Reviews 1099's and W-2's prepared for clients.

Nonessential Functions:

1. Performs other duties as assigned from time to time by accountants or partners.

Knowledge, skills and abilities:

1. Solid background in QuickBooks.
2. Ability to perform several tasks concurrently with ease and professionalism.
3. Ability to operate ten-key calculator, computer, and other general office equipment.
4. Knowledge of computerized accounting, but must be able to do a manual set of books.
5. Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.

Supervisory Responsibilities: None

Working Conditions:

1. Some Overtime during December, January and February.
2. Occasional same day travel for work at clients' offices, meetings, and seminars using a personal vehicle.

Minimum Qualifications:

1. Minimum of four years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.

Success Factors:

1. Ability to communicate clearly and concisely, verbally and in writing, in English.
2. Must be able to keep client matters strictly confidential.
3. Must have excellent interpersonal skills and customer service skills.

This job description does not list all the duties of the job. You may be asked by Partners or peers to perform, or assist in performing, other instructions and duties. You will be evaluated in part based upon your performance of the task listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date: January 9, 2012

Employee's Signature:

Employee's Printed Name:
