

QuickBooks Pro Advisor and Payroll Specialist

Miller & Associates CPAs and Advisors – Springfield, MO

Our Firm

Miller & Associates CPAs and Advisors is a growing, locally-owned CPA firm in Springfield, Missouri that provides individuals and small businesses with accounting, tax, investment and professional consulting services. Unlike most traditional public accounting firms, our firm operates as one team in which several members are familiar with each client's particular situation. Clients benefit from having not one financial advisor but a team of advisors. Team members are incentivized with innovative compensation opportunities that encourage accountability and excellence, which promotes individual and firm growth. While exceeding client expectations is the key to our success, a flexible environment that promotes work-life balance is a priority for our team members.

Position Duties

We are announcing an exciting opportunity for a full or part-time experienced accountant professional proficient in QuickBooks and payroll. While working with our tax and accounting staff, the accountant's duties would include:

- Bookkeeping – Completing a variety of accounting functions including accounts receivable, accounts payable, general ledger analysis, and client data entry
- Bank & Credit Card Reconciliations – Completing and reviewing monthly bank and credit card reconciliations
- Payroll – Preparing client payroll, scheduling payroll tax deposits, and preparing or reviewing quarterly/annual payroll tax returns
- Preparing and/or reviewing sales/use tax returns and 1099s
- QuickBooks Consulting – Assisting clients with QuickBooks setup, training, and report preparation
- Year-End Work - Assisting our tax accountants with year-end workpaper preparation and QuickBooks cleanup

Qualifications

Previous accounting experience (3-5+ years), preferably in a CPA firm environment

- QuickBooks Pro advisor certification is required
- Candidate should be a customer oriented professional with excellent verbal and written communication skills
- Intermediate accounting preferred
- Proficient in Microsoft Excel and Word
- Strong work ethic
- Ability to work in a team-oriented environment
- Detail oriented and excellent analytical skills
- Ability to multi-task

Compensation & Benefits

We are a family friendly firm offering work/family life balance. We offer a competitive salary and bonus based on the level of experience along with a benefits package.