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## BOOKKEEPER (Part-time or Full-time)

We are a boutique CPA firm looking for an experienced part-time bookkeeper to expand our team. This is a full-charge bookkeeper position with flexibility of part-time or full-time hours. Candidate must have excellent working knowledge of QuickBooks and he or she must be able to keep books for several of our clients. We are located in the Back Bay within walking distance to the T, bus and Commuter Rail. This position has room to grow into a full-time position, if desired. Salary commensurate with experience.

### Job Description:

Bookkeeping: record A/R, A/P, reconcile cash and credit card accounts  
Record JE and close books at YE  
Weekly and Monthly Financial Reporting  
Assist auditors after year end

### Our Expectations:

Minimum of 2 years of bookkeeping experience  
Non-profit experience a plus  
Must be proficient in QuickBooks 2008 and above (Pro and Premier version)  
Working knowledge of MS Office 2007 and Vista environment  
Strong attention to detail and organizational skills  
Unhesitating, inquisitive, and reliable

The right candidate must be willing to take on responsibility, work in a team and independently to complete projects in a timely manner. He or she must be bright, have solid logical reasoning and an analytical mind. Great technical skills and attention to detail is a must. Interpersonal skills and professional conduct must align with our corporate culture. If you have these qualifications and want to contribute to the growth of our company, we would love to hear from you! Please send your cover letter, resume, and salary requirements to the email address above with "Bookkeeper" in the subject line.

This is a flexible part-time (potentially full-time) permanent position, meaning we are willing to keep an on-going part-time permanent schedule for this positions. This position is available immediately at our Boston location. The office is located in the Back Bay area of Boston with easy T and highway access (1 block each) with covered parking available across the street. Our building has on-site fitness center and many upscale eateries like Finale, Melting Pot, and McCormick & Schmick's on the retail level of the building.

We operate in a collegiate yet driven environment where your feedback matters and we welcome your contribution to the growth of our company. Your compensation package will include Health Insurance, Section 125 Plan, and 401(k) benefits. *Note: some limitations apply to part-time employment.*