

Full-Charge Bookkeeper

Job Description:

Burkett Burkett & Burkett Certified Public Accountants, P.A. is a well established, CPA firm with offices in Columbia and Rock Hill, SC. We offer a family-friendly work environment in which our employees can work and grow professionally. We are seeking a **Full-Charge Bookkeeper** for our West Columbia, Office.

Requirements:

- Associate's degree in Accounting preferred, but not required
- 4+ years experience as a Full-Charge Bookkeeper required
- Bookkeeping skills needed:
 - Accounts Receivable
 - Accounts Payable
 - Payroll - Processing, deductions, timely taxes deposits
 - General Ledger - Preparing and posting journal entries, reconciling bank statements and reconciling GL accounts
 - Financial Statements
- QuickBooks, Excel, Work, MS Office and ability to learn other Accounting Software
- Excellent oral and written communication skills required

Location:

This position is in West Columbia, South Carolina

Compensation and Benefits:

Salary commensurate with experience

Send Resume to: brendaw@burkettcpas.com

