

PROFESSIONAL SERVICE BOOKKEEPERS

To apply, please email your resume, cover letter describing your qualifications and three professional references to mjahn@afgcpa.com.

ABOUT US:

Acumen Financial is a local firm that serves clients throughout the Portland metro area and Willamette Valley with our two offices in Lake Oswego and Albany. Since 2004, we have been providing innovative and creative solutions to these clients and are unique in our comprehensive approach to a wide variety of services that we provide.

OPPORTUNITY AVAILABLE:

- Acumen is seeking part-time Professional Service Bookkeeping staff. These are technical positions, which will service clients in the field and remotely.
- You will be responsible for learning and applying technical skills and working as part of a team. A normal day might involve maintaining & recording business transactions, balancing ledgers, reconciling accounts, preparing reports for management & performing month-end closes.

QUALIFICATIONS:

- A minimum of two years of experience in bookkeeping or other related areas is required.
- An Associate's degree in Accounting, Accounting Clerk Certificate or equivalent certification is desired.
- You should be familiar with general accounting standard concepts, practices and procedures. This includes a firm grasp of accounting and bookkeeping terms.
- You should have advanced QuickBooks and QuickBooks Online knowledge, as well as a proficiency in Microsoft Office products.
- You should have excellent customer service, creative problem solving, research and strong written and verbal communication and interpersonal skills.
- You should be able to work effectively both as part of a team and independently. You should also be detail oriented, display a willingness to perform a variety of tasks and have the ability to work under pressure to meet deadlines.
- Position requires you to work independently onsite at client locations.

THE BENEFITS:

- This position offers a flexible schedule based on firm needs and your availability.
- Salary range of \$16-\$25 per hour depending on your experience.
- Collaborative firm environment utilizing a digital work flow process.

ACUMEN FINANCIAL CPAs



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