



## **Paraprofessional/Bookkeeper Needed for Southeastern Ohio Public Accounting Firm**

Well established CPA firm with four office locations in southeastern Ohio is seeking a payroll specialist/paraprofessional for an excellent career opportunity. The firm specializes in providing accounting and consulting services, including individual and corporation tax return preparation, auditing, business valuation, and management advisory services.

### **An ideal candidate would possess the following:**

- Excellent written and verbal communication skills
- Ability to multi-task and work well with others in a fast paced environment
- Proficiency with Microsoft office programs and QuickBooks Desktop and/or Online versions
- Associates or bachelor's degree in accounting or business and previous experience working with bookkeeping and payroll services.

**Compensation commensurate with education and experience with excellent fringe benefits available upon permanent employment.**

**Full time position (40 hours with overtime opportunities during tax season January 1st through April 15<sup>th</sup>)**

**Location:** Zanesville, Ohio

**Send resume and cover letter to:**

[mmdurst@mhr CPA.com](mailto:mmdurst@mhr CPA.com)

### **About the Firm:**

Website: [www.mhr CPA.com](http://www.mhr CPA.com)

McLain, Hill, Rugg & Associates, Inc. is a full-service regional accounting firm for private companies throughout central and southeastern Ohio with offices in Zanesville, New Lexington, Lancaster and Newark. The firm specializes in providing accounting services, individual and corporate tax planning as well as return preparation, estate planning, auditing, business valuation and management advisory services with clientele range from individuals to large corporations in the manufacturing, real estate, wholesale, retail and professional service industries.