

# **BOOKKEEPER**

*We are seeking a Bookkeeper for an aggressively growing Tacoma accounting firm. The applicant must have experience using QuickBooks, financial Reports, GL, PR, excise taxes, and income tax. The applicant must be able to work in a fast paced company. Three years experience or an accounting degree is required. Pay for this position is depending on your experience.*

*Are you a skilled professional seeking a long-term, challenging opportunity? Our accounting firm has an experienced Bookkeeper position opening for a person with the following qualifications:*

*At least 1 year in a public accounting firm, or 3 years in a private company working specifically with QuickBooks, Excel, Outlook, financial statements, payroll, payroll taxes and excise taxes. This individual needs to be comfortable working hard, fast and accurately, in a constantly busy and changing environment. They must be willing and able to do everything from data entry to small business consulting; as part of this role is to do ALL the bookkeeping work for your assigned clients.*

*Our firm is a premier provider of support services for QuickBooks. Ideal candidates are QuickBooks Experts, and will have the opportunity to teach QuickBooks seminars as well as do QuickBooks work at our clients' offices. This position can grow to management, trainer and consultant level with experience and longevity in the position!*

*Starting compensation depends upon experience, employment history, education; QuickBooks test scores and Tax test scores. At least an Associates degree in Accounting required, Email your resume to [pdivito@hanestax.com](mailto:pdivito@hanestax.com) or fax to 253.539.4051.*