



# JOB OPPORTUNITY

## Bookkeeper

### **Job Duties Include:**

- Payroll: preparing for multiple clients and helping clients with their internal payroll.
- Sales Tax: preparing for multiple clients and helping clients with their internal sales tax.
- General bookkeeping: recording transactions, bank reconciliations, balance sheet cleanup, etc.
- Addressing questions from clients.
- Dealing with multi-state issues.

### **Qualifications Include:**

- Detailed oriented and Team oriented.
- Ability to communicate with clients and staff on a professional level, verbally and written.
- Willingness to adapt to changes.
- Willing and able to work with multiple clients in different industries.
- An avid learner – federal and state regulations are always changing.
- Can manage time well – will need to be able to handle pressure of due dates.

### **We Offer:**

- The ability to work remotely.
- A team atmosphere.
- Variety, opportunity, and training.
- Part-time or full-time options (minimum 25 hours). \$15-\$20/hour.
- Other benefits discussed during the hiring process.

### **Who We Are:**

Insight CPAs & Financial, PLLC is an accounting and advisory firm that helps business owners and others with payroll and bookkeeping needs. We execute our work with integrity, care, communication, and up-to-date knowledge and expertise. Call (309) 663-1353 to learn more about our firm.

If interested in the position, please send your resume and cover letter to:

**Jaimie Klawitter, CPA, CVA, Manager**  
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