



JOB OPPORTUNITY

Payroll and Accounting Assistant

Job Duties Include:

- Preparing payroll for multiple clients.
- Assisting and training clients with their internal payroll.
- Addressing questions from clients.
- Payroll registrations for multiple states.
- Research and staying current on payroll rules and laws, including multi-state payroll.
- Other duties, including general bookkeeping, sales tax, and dealing with multi-state issues.

Qualifications Include:

- Must be able to work with multiple clients that rotate on a daily basis.
- Must be able to manage time well and handle the pressure of due dates.
- Detailed oriented. Must employ high levels of accuracy in a time efficient manner.
- Uses critical thinking skills to see the story in the numbers, ask questions, and problem solve. Dislikes routine and the mundane.
- Team oriented and can collaborate well with team members on client work.
- An avid learner – federal and state regulations are always changing.
- Enjoys a fast-paced environment and has a willingness to adapt to changes.
- Ability to communicate written and verbally with clients and staff on a professional level.

We Offer:

- The ability to work remotely.
- A team atmosphere.
- Variety, opportunity, and training.
- Full-time. \$15-\$20/hour based on experience.
- Other benefits discussed during the hiring process.

Payroll Department:

The payroll department is fast-paced, with quick turnarounds and cannot-be-missed deadlines. Team members in this department get energized by working under pressure and they can juggle multiple client needs. This is not a job for people who like routine. Each day is different; team members work with multiple clients throughout the day and the clients are not always the same. Accuracy, efficiency, and collaboration are what make this team successful.

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
careers@icpaf.com

