



Bookkeeping & Payroll Specialist (Remote)

Most accounting jobs want someone to follow the process.

We want someone who understands the process, questions it when needed, and makes it better.

If you enjoy solving problems, keeping things accurate, and helping businesses run smoothly through strong accounting and payroll systems, this role might be a great fit.

What We Do...

HELP & IMPACT. We're a firm that believes this profession should mean something. Our work includes strategic tax planning, business valuation, forensic accounting, estate planning, and advisory services that genuinely impact our clients' futures.

CRITICAL THINKING. We are looking for people who think *differently*. Our firm handles unique situations, and we need critical thinkers who aren't afraid to dive into details with our clients to best serve their needs.

COLLABORATION. We're a remote team but we stay closely connected throughout the workday. Collaboration is how we support each other, maintain quality, and better serve our clients.

GROWTH & LEARNING. We take growth seriously. We invest in learning. We challenge ourselves. Inside the firm, your voice will matter. You'll help shape how we improve, not just carry out assignments.

What You'll Do...

This position requires a talented, detail-oriented, critical thinker. This role may be the right fit if you are excited about:

- Managing multiple client accounts simultaneously
- Becoming an expert in multi-state payroll, sales tax, and federal and state tax regulations
- Working in a team environment

We are looking for a certain type of individual. You naturally take ownership, you communicate clearly and directly, and you find real satisfaction in helping a client make a smarter decision because of your guidance.

As a Bookkeeper & Payroll Specialist, your career trajectory within the firm would look like this:

Bookkeeper & Payroll Specialist → Senior Bookkeeper & Payroll Specialist → Office Services Supervisor → Office Services Manager

The key responsibilities for this role are as follows:

- Prepare multi-state sales tax returns.
- Handle multi-state payroll processing and payroll tax returns.
- Analyze and respond to multi-state payroll tax notices and cleanup.
- Prepare various federal and state tax registrations.
- Manage and process accounts payable and accounts receivable.
- Reconcile bank and credit card accounts.
- Assist clients with setting up their accounting or payroll software (Quickbooks Online, ADP, Gusto, etc).
- Advise and train clients on various financial, tax, and software related issues.
- Research projects and maintaining current knowledge of tax requirements.
- Assist accountants with other accounting and tax related tasks.
- Maintain confidentiality and professional standards.

Qualifications:

- Solid understanding of basic bookkeeping, accounts payable and accounts receivable principles.
- Excellent problem solving and analytical skills required.
- Ability to calculate, post and manage accounting figures and financial records.
- Manage multiple client accounts simultaneously.
- High attention to detail.
- Ability to organize and document.
- Ability to multi-task and manage multiple projects at one time.
- Proficiency with MS Office.
- Some bookkeeping experience preferred.
- Experience with QuickBooks Online is not required but would be a bonus.
- Comfort learning and utilizing innovative technology, such as AI, is preferred.
- Review our remote requirements on our website.

Pay Range & Benefits:

- Starting pay range is \$18-23 an hour.
- Full time (40-45 hours per week, depending on workload and work demands).
- Benefits include paid time off, sick time, 401(k), Roth 401(k), health care insurance, flex plan for medical and childcare, short-term disability, long-term disability, and life insurance.

To Apply:

To be considered for this position, applicants **must submit:**

1. Resume
2. Cover letter
 - In your cover letter, briefly answer the following questions:
 - Why are you interested in our firm specifically?
 - Describe an experience where you had to learn something new. How did you approach it? What did you learn?
 - How do you approach communication and accountability in a remote work environment?
3. List of 3-5 References
4. Internet Test
 - Go to fast.com
 - Run the speed test on your computer. This should be at the place you would be working from / the internet you would be using while working remotely.
 - Take a screenshot of the speed information (open “show more”). Include the screenshot with your application.
5. Please send all necessary documents and information to careers@icpaf.com.
 - In the subject line of the email, please indicate **Bookkeeper & Payroll Specialist Application – [Your Full Name]**

**Incomplete applications with the required information will not be reviewed.*



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