



Wilson & Wilson CPAs NOW HIRING

Full-Charge Bookkeeper (#621641) in Fairbanks

MORE DETAILS: Visit
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Job #621641.



Job duties:

- Perform monthly bookkeeping functions utilizing QuickBooks software for diverse client base
- Reconciliation of accounts to balance and maintain accurate ledgers
- Process client payroll and payment of payroll taxes
- Prepare bank deposits and pay vendor invoices
- Prepare quarterly payroll reports for IRS and State of Alaska
- Prepare annual payroll forms
- Client errands

Requirements:

- Proficient skills in and knowledge in QuickBooks, Microsoft applications and working on an internal network. Other accounting programs are a plus.
- Bookkeeping experience including a working knowledge of G/L, B/S, P&L, A/R, A/P
- Must be able to maintain client and firm confidentiality
- General office experience
- Written, oral communication, and organizational skills necessary
- Ability to organize time effectively, meet deadlines, and stay on budget
- Valid drivers license, required
- High school diploma or equivalent

Schedule and compensation:

Full-time schedule is Monday-Friday with occasional weekends and overtime as needed. Salary is depending on experience, plus full benefits package

TO APPLY: Submit a cover letter, resume, letters of reference and Wilson & Wilson application to 344 Minnie St. or by email (office@wwcpa.com)
Application available online: wwcpa.com. No phone calls.

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

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