



**Job Description: Bookkeeper**

Job Type: Full-time, Benefitted

Pay: \$19.00 - \$24.00 hourly based on experience

Jones Simkins is currently interviewing qualified applicants for a full-time Bookkeeper position with benefits in our Logan and Salt Lake offices. Remote work is not being considered at this time. If interested in working in a fun, energetic environment apply today. Visit our website at [www.jones-simkins.com](http://www.jones-simkins.com) to learn more about our firm.

**Basic Function:**

As a Bookkeeper, you will be responsible for posting financial transactions information to accounting journals or accounting software from source documents such as invoices and cash receipts. You will also create financial transaction reports from that information.

**Responsibilities:**

- Process payroll for several clients in a timely manner
- Process accounts payable and receivable in a timely manner
- Issue invoices to customers
- Record cash receipts and make bank deposits
- Balance and reconcile bank accounts
- Calculate sales taxes and remit them to the appropriate government entity
- Maintain the chart of accounts and an orderly accounting filing system
- Perform monthly and year-end closing procedures
- Create quarterly payroll reports
- Analyze financial transactions and documents
- Publish and issue financial statements
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Comply with financial policies and regulations
- Comply with local, state, and federal government reporting requirements

**Qualifications:**

- High school graduation or GED required. Bachelor's degree in related field preferred
- 1+ years' experience with payroll, quarterly reports, sales tax, closing books and financial statement preparation
- Proficient in QuickBooks Desktop and Online
- Proficient in MS Office, particularly Excel
- Able to manage multiple bookkeeping accounts and client relationships in an efficient and professional manner
- Excellent communication skills

For more information about Jones Simkins please visit our website at [www.jones-simkins.com](http://www.jones-simkins.com) . If you feel you are an excellent candidate, send your resume and a cover letter to [hr@jones-simkins.com](mailto:hr@jones-simkins.com).

*Jones Simkins is an equal opportunity/affirmative action employer. Employment selection and related decisions are made without regard to age, race, color, sex, sexual orientation, national origin, religion, genetic information, disability, protected veteran status or other protected classifications.*