



Accountant/Bookkeeper Consultant

Position: Accountant/Bookkeeper Consultant

Location: Remote

Company: John Leavy Consulting

Experience Required: 3 - 5 years

About Us: At John Leavy Consulting, we understand that managing your finances can be overwhelming. That's why we offer comprehensive bookkeeping and accounting services tailored to meet your unique needs. Our team of experienced professionals are dedicated to helping you maintain accurate financial records, ensure compliance with regulations, and providing insightful financial analysis to support your business growth.

Key Responsibilities:

1. Bookkeeping:

- Accurately and timely record financial transactions.
- Perform bank reconciliations and maintain general ledgers.

2. Financial Reporting:

- Prepare balance sheets, income statements, cash flow statements, and other essential financial reports.
- Ensure accuracy and compliance with financial reporting standards.

3. Payroll Services:

- Process payroll efficiently, including tax withholdings and benefits administration.
- Ensure compliance with labor laws and regulations.

4. Accounts Payable and Receivable:

- Manage invoices, payments, and collections.
- Ensure smooth cash flow and timely processing of accounts.

5. Budgeting and Forecasting:

- Assist in strategic planning and financial forecasting.
- Provide insights to support informed business decisions.

6. Accounting and Payroll System Evaluations, Searches, and Implementations:

- Evaluate and implement accounting and payroll systems.
- Assist in system conversions and ensure systems support business needs.

Qualifications:

- Bachelor's degree in accounting, finance, or related work experience.
- 3 - 5 years of experience in accounting, bookkeeping, or a similar role.
- Strong knowledge of accounting principles and financial regulations.
- Proficiency in accounting software and payroll systems.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organizational skills.
- Effective communication and interpersonal skills.

Why Join Us:

- Work with a dedicated team of business consulting professionals.
- Engage in diverse and challenging projects.
- Contribute to the financial success of various businesses.

How to Apply: Interested candidates are invited to submit their resume and cover letter on our careers page. Join us at John Leavy Consulting and make a significant impact on our clients' success through exceptional accounting consulting services.