WE'RE HIRING

Senior Bookkeeper

JMT Advisory, Inc. | Russellville or Muscle Shoals, Alabama

JOIN OUR TEAM

For more than 50 years, JMT Advisory has served individuals, families, and businesses throughout Northwest Alabama. We are looking for dependable team members who take pride in serving others, doing careful work, and contributing to a firm built on trust and lasting relationships. We are seeking an experienced bookkeeping professional who takes pride in accuracy, dependability, and excellent client service. This position supports a variety of businesses and plays an important role in our accounting and advisory team.

WHAT YOU'LL DO

- Maintain accurate financial records for multiple business clients.
- Perform bank, credit card, and other account reconciliations.
- Review, classify, and investigate financial transactions and discrepancies.
- Prepare routine financial statements and accounting reports.
- Assist with payroll accounting and related financial reporting.
- Maintain organized workpapers and follow up with clients for missing information.
- Help train less-experienced teammates and improve bookkeeping procedures.

WHAT WE VALUE

Above all, we value honesty, integrity, dependability, and good character. We seek someone thorough, organized, comfortable with financial information, and committed to accurate work and good communication.

EXPERIENCE & QUALIFICATIONS

Previous professional bookkeeping or accounting experience is required, including general ledgers, reconciliations, and financial reporting. Familiarity with QuickBooks or other accounting software is preferred; experience serving multiple business clients is helpful. A degree is not required.

COMPENSATION & BENEFITS

- Competitive compensation commensurate with experience and qualifications.
- Opportunities for professional development and broader responsibilities.
- Work schedule and available employee benefits will be discussed during the hiring process.

HOW TO APPLY

Email your résumé and a brief introduction to Mark Tucker at mark@jmt.tax. Please include "Senior Bookkeeper Application" in the subject line.

JMT Advisory, Inc. is an equal opportunity employer.