WE'RE HIRING

Accounting Services Associate

JMT Advisory, Inc. | Russellville, 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 a conscientious, detail-oriented individual interested in learning bookkeeping, payroll, and tax preparation. No previous accounting experience is required. We believe good character, a strong work ethic, and willingness to learn matter more than arriving with a particular set of technical skills.

WHAT YOU'LL DO

- Enter, organize, and maintain client financial records.
- Assist with bookkeeping, bank reconciliations, and general accounting tasks.
- Learn payroll processing and related payroll tax procedures.
- Organize financial documents and prepare information for accounting and tax work.
- Learn to use professional accounting, payroll, and tax software.
- Assist with individual and business income tax preparation as training progresses.
- Work with teammates to complete assignments accurately and on time.

WHAT WE VALUE

Above all, we value honesty, integrity, dependability, and good character. The ideal candidate is attentive to detail, comfortable with numbers and computers, willing to ask questions, receptive to instruction, and committed to accurate work.

EXPERIENCE & TRAINING

Previous bookkeeping, payroll, accounting, or tax experience is helpful but not required. We provide hands-on, on-the-job training alongside experienced professionals. Responsibilities increase as skills develop and work is reviewed.

COMPENSATION & BENEFITS

- $10.00-$20.00 per hour, commensurate with experience and qualifications.
- Hands-on training in bookkeeping, payroll, and tax preparation, with opportunities to grow.
- 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 "Accounting Services Associate Application" in the subject line.

JMT Advisory, Inc. is an equal opportunity employer.