

Position Summary

Finney, Neill & Company, P.S., a public accounting firm located in Seattle, Washington, is seeking an Experienced Staff Bookkeeper. The Staff Bookkeeper will have an opportunity to work with multiple clients, representing a wide range of industries, including those in the technology, nonprofit, construction, and/or real estate sectors, to meet their accounting and bookkeeping needs. This position reports directly to partners and managers in the Assurance and Tax practices.

As part of the client service team, the Staff Bookkeeper will be responsible for the following:

- Work with assurance manager to set-up initial processes and procedures for new bookkeeping clients
- Record accounts receivable and accounts payable, and/or resolve accounts receivable and accounts payable related issues in automated subledgers
- Prepare and submit payroll bi-monthly and in coordination with third party payroll providers
- Reconcile credit card balances and clearing accounts monthly.
- Prepare and record monthly and annual general journal entries
- Prepare monthly bank reconciliations
- Maintain fixed assets registers
- Verify all transactions are recorded in their specific locations in a timely manner in accordance with U.S. GAAP
- Prepare necessary schedules for the year-end financial statement audit / review
- Complete monthly, quarterly, and annual tax forms for city and state filings
- Cross train with other members of the assurance and tax teams to ensure adequate back-ups for all tasks
- Ensure compliance with internal controls, following internal procedures, and enhancing current processes
- Recognize potential audit issues or tax related problems and work with client services team to identify and resolve identified issues.
- Maintain a good working relationship with client to enhance customer satisfaction and work with client management and staff at all levels to perform services.
- Demonstrate professionalism and competence.
- Document work in accordance with professional standards.
- Participate in continuing professional education and on the job training.

Required Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, or equivalent
- 1-3 years of proven bookkeeping and accounting experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Effective analytical, planning, problem-solving, project management, and communication skills
- Professionalism, dependability, and integrity, combined with a cooperative attitude
- Highly organized, able to manage multiple tasks at once, while keeping accurate records and maintaining a high level of productivity.
- High level of proficiency with MS Windows and MS Office products, including and especially MS Excel

Preferred Qualifications

- Proficient with one or more accounting and/or audit software platforms, such as: Intuit QuickBooks, Sage Intacct, Bill.com, Yardi, UltraTax, Pfx Engagement, etc.
- Experience with payroll accounting and interfacing with third-party payroll service providers

- Familiarity with state and local tax filing requirements
- Experience with accounting and bookkeeping for technology companies

About Finney, Neill & Company, P.S.

At Finney, Neill & Company we recognize that each client is unique – having different goals, needs and abilities. We aim to serve our clients by understanding each client’s individual business goals and financial position, which enables us to provide quality service on a timely basis. The success of our 29 years in practice is built on developing and maintaining long-term relationships with our clients. We seek to add professionals to our team that will continue to uphold our commitment to excellence in client service and relationship development.

For more information about our firm, please visit our website at www.finneyneill.com.

To Apply:

Please submit your cover letter and resume to Dan Common at dan@finneyneill.com.