
FULL-CHARGE BOOKKEEPER

Brown Armstrong's comprehensive accounting services and specialization in five distinct niches make us unique, which also allows us to provide customized services specifically designed for each client we serve. Based in California with offices in Kern, Fresno, San Joaquin, and Orange counties, we have tremendous reach throughout the State.

We are looking for a full-charge bookkeeper that is highly motivated with a desire for success based out of the Bakersfield office.

SUMMARY

Under the general supervision of the Bookkeeping Supervisor and Partners, Full-Charge Bookkeepers have the capability to perform a wide variety of diversified accounting and bookkeeping assignments by providing quality client service and maintaining profitable client relationships through competent completion of engagement assignments. Performance is based on the quality of work, applications of bookkeeping knowledge, and the ability to meet time constraints.

DEPARTMENT: BUSINESS SERVICES

Position Type: Part-Time/Full-Time

ESSENTIAL FUNCTIONS:

- Prepares and compiles assignments from General Ledgers to Financial Statements. Completes engagements of moderate complexity with an emphasis on quality standards, timely completion within budget, and profitability.
- Prepares Payroll, Payroll Tax Returns, W-2's and Workers Compensation Reports
- Prepares 1099's, Unsecured Property Tax Reports (571's), City Business Tax Statements, and Census Reports.
- Provides accounting and bookkeeping assistance to our clients both in-house and at client site.
- Effectively prioritizes and completes work to comply with deadlines.
- Attend meetings with clients and have direct interaction.
- Performs other accounting and bookkeeping duties as needed in engagements as assigned by supervisory personnel.
- Keeps the Bookkeeping Supervisor and Partners informed of important developments on engagement, analyzes problems, and recommends solutions.

OTHER FUNCTIONS:

- Actively participates in the Firm's business development efforts. Professionally represents the Firm at business and community functions.
- Represents the Firm through participation in professional, charitable, and/or civic organizations.

COMPETENCIES

- Financial management
- Communication proficiency
- Ethical conduct
- Thoroughness
- Business acumen
- Initiative/conceptual thinking

REQUIRED EDUCATION/EXPERIENCE

- Degree/qualification in Bookkeeping or related field; or strong demonstration of capabilities required
- Demonstrated communication skills, both written and verbal, to effectively interface with all levels of Firm management and staff, clients, and outside business contacts
- Demonstrated use of computers, computer accounting/bookkeeping software (QuickBooks/QuickBooks Online), and tax software programs
- Strong proficiency in Microsoft Outlook, Word, and Excel

PREFERRED EDUCATION/EXPERIENCE

- Oil and gas and/or agriculture industry experience preferred
- 2-6 years full-charge bookkeeping related experience and/or training, or equivalent combination of education and experience

OTHER REQUIREMENTS

- Valid California Driver's License and proof of insurance.
- Strong 10-Keying spm

WE OFFER: PAID VACATION, PAID HEALTH INSURANCE, DENTAL, VISION, 401(K), COMPETITIVE WAGES, PAID TRAINING, AND LONG-TERM WORK.

BE PART OF A UNIQUELY SUPPORTIVE COMMUNITY

We care for our clients and each other by delivering high-quality service with a personal touch because with us, it's never just a job, it's a career.

Brown Armstrong is an Equal Opportunity Employer

Potential candidates can also apply online at www.bacpas.com/careers

***Mail resumes to:
4200 Truxtun Ave. Suite 300
Bakersfield, CA 93309
Attn: Human Resources***

Email directly to Roshni Patel at rpatel@bacpas.com