An accounting firm located near Chinatown currently has a position open for a **STAFF ACCOUNTANT / BOOKKEEPER**. Preferable, they can hold a two-year degree in accounting and the ability to speak Chinese is welcome to communicating with clients.

**POSITION/TITLE:**
Bookkeeper

**FULL-TIME OR PART TIME:**
The position is a full-time entry-level position (but any experience is welcome).

**MAIN RESPONSIBILITIES:**
- Payroll processing and tax filings; meet deadlines for filing sales and payroll taxes
- Sales tax processing and tax filings
- Bookkeeping duties, which includes constructing client financial data (receipts, disbursements), financial data entry and performing bank reconciliations using Quicken and QuickBooks software

**QUALIFICATIONS PREFERRED AND REQUIRED:**
- Minimum of a two years in Accounting
- On site job training will be provided
- Chinese speaking/proficient in English
- Familiarity with Windows and computer skills to use firm software (Quicken and QuickBooks software), Excel, Word and Outlook

**GENERAL BENEFITS OFFERED:**
- medical insurance coverage
- Simple IRA Plan
- Two weeks Paid Time Off
- 8 paid Holidays

**WORKING HOURS AND DAYS:**
9:30AM – 6:00PM Monday through Friday. However, weekend hours may be required during tax season.

**OPENINGS:**
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**FORMS OF PAYMENT:**
Employees will receive check payments, which are provided with pay stubs.

**SCREENINGS:**
No screenings are required.