

JOIN OUR TEAM



Bookkeeper

CRR is a growing CPA firm located in Wakefield, MA seeking full-time candidates for an available bookkeeper position on our Client Accounting & Advisory Service (CAAS) team.

The firm's clientele ranges from large publicly held corporations to closely held businesses in diverse industries. Our opportunities are ideal for entrepreneurial, personable and technically talented individuals with 2+ years of bookkeeping experience, who are looking to fast track their career. We are a progressive and growth-oriented firm that provides an enjoyable work environment, advancement opportunities, and a great compensation and benefits package.

Responsibilities include:

Perform all bookkeeping duties for multiple clients in various industries, in accordance with firm and professional standards.

Communicate with clients and team members regarding project status, client opportunities and other matters

Work as an integral part of our CAAS team

Maintain technical expertise in various areas related to bookkeeping and accounting

Duties Include:

Accounts Payable:

- Code invoices to appropriate GL account
- Process client vendor invoices received for payment
- Download and code credit card transactions
- Review and reconcile vendor invoices and A/P ledgers monthly.
- Prepare new vendor setup for accounts and files based on client needs and systems

Accounts Receivable:

- Post customer payments timely and accurately
- Prepares client invoices for their customers
- Download and enter revenues from 3rd party applications or banks into the accounting system

Payroll:

- Reconcile payroll prior to transmission and validate confirmed reports.
- Process multiple clients' payroll weekly, biweekly or semi-monthly as required by client.

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- Set up and maintain accurate employee records using the client's system or payroll vendor.
- Prepare required periodic and year-end reporting to state and federal agencies on behalf of clients.
- Ensure accurate and timely year-end reporting of W-2s to employees

Financial Reporting:

- Prepare monthly/quarterly financial statements and reports for clients.

Preferred qualifications include:

- 2+ years of bookkeeping experience
- Ability to meet deadlines and work on multiple client projects
- Excellent written and verbal communication skills
- Organized and detail oriented
- Working knowledge of accounting principles
- Experience with QuickBooks, Microsoft Word and Excel

Interested candidates should forward a resume and cover letter (both in PDF format) to:

Megan Smith
Director of Marketing
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