



## **BOOKKEEPER**

The Bookkeeper assists in a variety of tasks for the firm, including, but not limited, to the following:

- Maintaining timely correspondence with clients via email and phone
- Bookkeeping tasks, including: data entry, accounts payable, accounts receivable, and reconciliation of accounts
- Experience in QuickBooks Online required\*

*\*A skills assessment test will be part of the interview process*

### **Skills and Qualifications**

- Strong time-management and interpersonal skills, flexibility, and multitasking abilities
- 1+ years of experience with QuickBooks Online
- Highly organized, a self-starter and works well both independently and in a team setting

### **Preferred Qualifications**

- Previous success with bookkeeping tasks
- Ability to handle/manage confidential information professionally
- Degree from two to four-year institution preferred
- Proficiency in MS Office Suite a plus

The position is part-time, 20-25 hours/week, and has the option to be remote. Compensation is dependent on experience.

Interested candidates should contact **will@willcarlsonconsulting.com** with a resume, cover letter and three professional references.

The firm is located near downtown Burlington, with most of our clients within walking distance to the office and/or maintaining remote work arrangements. Carlson Consulting, LLC is an Equal Opportunity Employer.