



Carlson Consulting, LLC seeks dynamic and motivated individuals to join our small, but formidable team. Founded in 2016, the firm works with over 80 clients in varying capacities, including: bookkeeping, business planning, training of accounting systems, payroll, and general consultation for small business owners.

ACCOUNT MANAGER

The Account Manager 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, payroll, and reconciliation of accounts
- Some tax work, including monthly and quarterly payroll, meals/rooms and sales/use tax filing
- Experience in QuickBooks Online required

The ideal candidate is organized, a self-starter and works well both independently and in a team setting.

Degree from a two to four-year institution preferred. Proficiency in MS Office Suite a plus. The position is full-time, 40 hours/week. Compensation is dependent on experience.

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, reconciliation of accounts
- Experience in QuickBooks Online required

The ideal candidate is organized, a self-starter and works well both independently and in a team setting. Degree from a two to four-year institution preferred. Proficiency in MS Office Suite a plus.

The position is part-time, 20-25 hours/week. 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. Some travel may be required for work. Carlson Consulting, LLC is an Equal Opportunity Employer.