

Job Title: Bookkeeper

Salary: \$30K - \$40K annually

Employment type: Full-time

Ripple Tax and Financial Services, Inc. is a well-established CPA firm located in the Roscoe Village area of Chicago. We cater to a wide variety of small businesses, high net worth individuals, trusts, estates, and non-profit organizations. Our compensation package includes medical and dental benefits, paid time off, and a 401(k) plan. Our tax firm is growing and there is a clear path to career development and advancement. As a firm, we look internally when choosing our future leaders.

Job Responsibilities

- Record / process monthly cash receipt and cash disbursement transactions in accounting software
- Prepare journal entries
- Monthly reconciliation of bank and credit card accounts
- Sales tax return preparation
- Other duties as assigned
- **This position requires offsite travel to client offices**

Required Qualifications

- Bachelor's Degree in accounting or a related field
- Two plus years of bookkeeping and general accounting experience
- Must be proficient in QuickBooks online, QuickBooks desktop, and Microsoft Office Suite
- High attention to detail and strong communication skills
- Must be a self-starter and comfortable working independently
- Accounting experience in the accounting industry (preferred)

If you are interested in applying to this position, please send a cover letter and resume to hilary@rippleletax.com.