

FULLTIME BOOKKEEPER JOB DESCRIPTION

Summary

SDK CPAs (Schechter Dokken Kanter), a mid-sized public accounting firm located in downtown Minneapolis, has an exciting opportunity for a full-time Bookkeeper. This position's primary duties will be working with our smaller business clients.

Duties may include:

- accounts receivable
- accounts payable
- reconciliation of accounts
- adjusting journal entries
- payroll and financial reporting

Job Requirements

Successful candidate must have 3+ years of AP/AR experience

- Public accounting experience is a plus
- Quickbooks and Excel knowledge preferable
- Attention to detail and accuracy
- Basic Microsoft Office skills
- Ability to communicate effectively in writing, in person and on the phone
- Ability to deal effectively with the public and the firm clientele
- Required education: Associate or HS Diploma
- Driver's license and personal vehicle for occasional travel to MN client sites.

Benefits

- Opportunities for professional development
- Fun "busy season" atmosphere
- Free membership to onsite fitness center
- Close to all the downtown sports facilities
- Close to a variety of theaters including the Guthrie
- Walking distance to tons of restaurants
- "Dress for your day" dress code
- Ideal location near North Loop
- On-site restaurant and Penny's Coffee Shop

To Apply

Email a cover letter and resume to HR Manager Tiffany Hand, thand@sdkcpa.com. SDK offers a teamwork culture, a great work environment, a competitive salary and attractive benefits package.

SDK is an Equal Opportunity, Affirmative Action, Minority, Female, Veteran, and Disability Employer.