

# JOB POSTING

**Job Title:** Bookkeeper/Payroll Assistant/Office Administrator

**Salary:** Depending on Experience \$12 to \$18 DOE

**Job Closing Date (mm/dd/yy):** 09/26/2018 for resumes

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**Company Name:** John & John PLLC

**Contact Person:** Tristan John

**Address:** 325 South Woodruff Ave

**City/State:** Idaho Falls, Idaho

**Phone Number:** 208-524-5171

**Web Address:** [www.johnandjohnaccounting.com](http://www.johnandjohnaccounting.com)

**Contact email:** [taxes@johncpas.com](mailto:taxes@johncpas.com)

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## General Responsibilities:

Local professional office searching for a bookkeeper. Responsibilities would include the following:

- Assisting administrative staff in answering the phone, greeting clients for appointments, and other administrative duties.
- Assisting clients with bookkeeping needs using Quicken, QuickBooks, and QuickBooks online.
- Preparing payroll for several local businesses and filing quarterly payroll reports.
- Managing workflow during the payroll process.

## Job Qualifications:

Basic knowledge of excel, word, and outlook. A successful team member will need to be energetic, a self-starter, organized, willing to work hard to meet deadlines, willing to work with the public on a daily basis. Professional dress is required. Can be part/full time for fall but full time starting January 1, 2018.

## Application Process:

Resumes will be accepted via email at [taxes@johncpas.com](mailto:taxes@johncpas.com) until September 26<sup>th</sup> and interviews will follow.