

## *Bookkeeper*

Location: Bristol, TN  
Reports To: Firm Partners  
Status: Full-Time (Non-Exempt)

At *SpieglerBlevins*, our reputation is built on a commitment to our clients' success, as well as the broad success of our local community. We take great pride in the quality of services we offer clients, and how, through dedicated strategic planning, we are helping to build our local business community...one success at a time.

*SpieglerBlevins*, offers a culture of respect, teamwork, integrity and pride as well as competitive wages based on experience and a benefit package including health insurance, retirement plan, paid time off and holidays.

### *Position Summary*

This position plays a key role in managing the finances for clients. The bookkeeper is responsible for the day-to-day accounting and payroll functions for numerous clients utilizing integrated cloud-based accounting systems.

### *Primary Responsibilities*

The essential functions include, but are not limited to the following:

- Performing basic accounting and payroll procedures and tax payments
- Analyzing and reconciling general ledger accounts in conjunction with preparing monthly and quarterly reports for management and clients
- Perform other duties as necessary

### *Qualifications*

- Associate's degree in Accounting or related field
- 1 - 3 years of recent work experience as a bookkeeper
- Strong organization, oral and written communication skills
- Ability to work independently and manage multiple projects and deadlines
- Strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with accounting software

- Analytical skills with particular attention to detail
- Critical thinking and ability to evaluate a situation, research options, and present optimal solutions

***Compensation:*** Dependent upon experience. Benefits package offered, including medical insurance, retirement plan, paid holidays and a generous paid time off plan.

***To apply:*** All qualified applicants interested in this position are encouraged to apply by emailing a resume, cover letter and list of three professional references to [mike@sbcpas.com](mailto:mike@sbcpas.com). Please include "Bookkeeper" in the subject line. Position will remain open until filled. No calls please.

***SpieglerBlevins,*** is an equal opportunity employer. ***SpieglerBlevins,*** is a drug- free workplace. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.