

Accounting Assistant

Job Description

Brigade Bookkeeping, formerly known as DM Accounting Services, Inc., is a growing bookkeeping and accounting firm with over 200 corporate and small business clients in the Miami area. Our award winning, dynamic and tight-knit team of accountants, bookkeepers and CPAs are dedicated to providing excellent accounting solutions in an energetic and family-oriented environment. We are currently seeking an Accounting Assistant to join our team of professionals. This is an excellent opportunity for a superstar accounting student that has a year or two of “full cycle” accounting experience, with the aspiration of obtaining a higher position and pay with a national or regional CPA firm straight of college. The ideal accounting assistant for us thrives in an intense, demanding and fast-paced environment.

Accounting Assistant – Financial Bookkeeping

Job Responsibilities

As an Accounting Assistant you will work as a part of a team that handles the financial management of corporate and small business accounts. You will perform general bookkeeping and accounting, as well as administrative functions related to our clientele. You will be responsible for delivering error-proof work with a positive and professional attitude.

Additional responsibilities of the position include:

- Maintaining, verifying and posting transactions into different types of accounting software
- Reconciling financial reports, such as balance sheet and profit and loss statements
- Enter checks, invoices, bills into our clients' QuickBooks files either in-house or onsite.
- Contacting clients regarding Accounting matters
- Participate in planning, development, organization, evaluation and implementation of our clients' bookkeeping needs.
- Assisting in the closing of various company books daily, weekly, monthly and/or quarterly
- May also assist with tax preparation of monthly sales, individual, corporate, partnership, not for profit, quarterly payroll tax returns, among others.

Accounting Assistant – Financial Bookkeeping

Job Requirements

As an Accounting Assistant you must be a quick learner who thrives in an intense and fast paced environment. You must be a highly organized professional who is able to multi-task and pay very close attention to details. Our clients are leading corporations and local businesses owners whose needs are demanding. You must be able to work quickly and efficiently, while providing excellent customer service and team support. This is an ideal opportunity for a recent graduate who is eager to learn and grow with an award winning firm.



Other requirements of the position include:

- Working toward a Bachelor's Degree in Accounting with an accredited university
- At least 1 - 2 consecutive years of "full-cycle" Accounting experience
- Imperative to have strong customer service skills
- Ability to work well under minimal supervision
- Working knowledge of QuickBooks and Microsoft Office
- Ability to proof work for errors or discrepancies
- Ability to communicate effectively, especially via written communication
- Must display a professional and positive attitude
- Fluent in English

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Benefits

At Brigade Bookkeeping, we are a fun, energetic and respectful team of professionals who are dedicated and hardworking self-starters. We value a good balance between work obligations and personal life needs. We appreciate that our associates are the backbone to our operation. Their health and happiness is vital to our continued success. Your talent will not only be appreciated, but cultivated. We offer an attractive benefits package and the opportunity to be part of an exciting, fast-paced and family-oriented team.