LifeTime Asset & Tax Management

Job Opening: Bookkeeper

LifeTime Tax Management is a full-service tax, accounting, and business consulting firm; we are recruiting for a growth-oriented position in our expanding Raleigh, NC office.

The position offers exceptional career and advancement opportunities. Our firm will provide a friendly and supportive work environment, with competitive compensation and benefits.

Base salary depends on education, experience, designations, and credentials; bonus packages are tied to individual and company performance; employees are supported with paid education opportunities to acquire or maintain licenses; additional benefits include paid medical, vision, dental, disability, and life insurance, 401(k) with an employer match, paid vacation and sick leave, and paid maternity/paternity leave.

Full-Service Bookkeeper

Job responsibilities:
- QuickBooks Setup and Training
- Bank Account Reconciliation
- Sales Tax Calculation and Filing
- Data Entry
- Invoicing
- Bill Payment
- Payroll Processing and Administration
- Financial Statement Generation

Required Experience:
- Bachelor’s degree in accounting, business, or a related field
- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Proficient in Microsoft Office (Word, Outlook), with advanced Microsoft Excel skills
- Strong working knowledge of QuickBooks; experience with other tax preparation and accounting software is a plus
- Strong organizational, interpersonal, verbal, and written communication skills
- Detail-oriented and able to prioritize
- Able to work independently and as part of a team

Job Type: Full-time

Please email your resume, cover letter and compensation requirements for consideration to mark@lifetimetaxmanagement.com. EOE.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Supplemental pay types:

- Bonus pay

Education:

- Bachelor's (Preferred)

Experience:

- Bookkeeper: 5 years
- Tax experience: 1 year (Plus)

Work Location:

- One location

Work Remotely:

- No