

# We're Hiring a Bookkeeper!

## **Job Overview:**

We are NOT your typical Accounting Firm... this is a fun team dedicated to balancing the needs of our clients and our employees for sustainable and successful business!

Do you want to be part of a client-oriented accounting team? Are you ready for the challenges of working within a fast-evolving vertical within a close-knit, high-functioning department?

Indiva Advisors is committed to delivering quality in assurance, tax and advisory services. We are seeking an experienced, curious, analytical, data geek who will play an important role in our expanding team of financial professionals. The Position will be based in our office location in NW Portland and includes a generous Employee Value Proposition (comprehensive benefits package, support for flexible work, generous PTO, Paid Holidays, and support for work/life balance as you define it.) We are inclusive and team-oriented while remaining focused on goals.

## **POSITION DESCRIPTION**

The person in this position must be organized; consistent (and persistent!); capable and willing to work with our current technology stack.

We are looking for someone who is detail oriented, self-motivated, works well in occasionally high stress environments and has an amazing sense of humor. Dealing with quirky clients and being able to consistently follow through with client expectations and client documentation snafus is key to success (and happiness) in this position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide the Firm and our clients with timely and accurate bookkeeping.
- Collect monthly bookkeeping documentation from clients
- Complete recurring monthly business bookkeeping tasks
- Primarily in charge of managing information flow between bookkeeping clients and the firm for business entities in various industries
- Requires routinely following up with clients via email and phone.
- Employ excellent customer service while being able to think outside of the box when problems arise

Email resume to: [people@indivaadvisors.com](mailto:people@indivaadvisors.com) or call us at (833)880-0420

## **REQUIRED EDUCATION AND EXPERIENCE**

- AA or BA in Accounting plus 3-years business bookkeeping experience **OR** 7 years business bookkeeping experience
- Proficient in both Quickbooks Desktop and Quickbooks Online – (QBO certification earns bonus points)

## **JOB KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand accounting concepts, converse in accounting acronyms and craft journal entries
- Working knowledge of basic business tax forms (1099, Personal Property tax, Profit and Loss, Balance Sheet)
- Demonstrable proficiency in Excel and Word
- Ability to work independently and to self-motivate
- Strong organization, multi-tasking and time management skills
- Strong writing skills; can craft emails with proper grammar, punctuation and professionalism
- Problem solver and solution provider
- Inspired to be part of a Team in an expanding, women-led Accounting Firm

## **PHYSICAL DEMANDS**

- This is a sedentary position. Requires the ability to sit for long periods of time in an office setting using keyboard, computer and phone equipment.