

OPEN POSITIONS

Established Naples, Florida-based general accounting firm is seeking:

Full Charge Bookkeeper

A highly-motivated, experienced Full Charge Bookkeeper who has 3-5 years experience which includes: A/P, A/R, Billing, collections, bank statements, credit card issues, analyzing financial data, ensuring compliance with GAAP, financial procedures and tax laws.

Primary Responsibilities

- Serve as a liaison
- Strong AP with AR
- Oversee reconciliation procedures

Ideal Candidate will have

- H.S. diploma
- AA degree a plus
- 3 to 5 years handling full charge accounting
- The highest ethical and professional standards
- Experience handling accruals, pre-pays, inventory
- Proficiency overseeing sales tax returns, multi-state
- Ability to multitask in a fast-paced environment
- Proficiency in Excel, Word & Quickbooks
- Peachtree experience a plus
- Exceptional organizational skills and attention to detail

CPA

A confidence-inspiring experienced CPA who has 3-5 years experience which includes: preparation of financial statements and individual and business tax returns.

Primary Responsibilities

- Trial balance and workpaper documentation
- Preparation of individual and business income tax returns
- Preparation of financial statements

Ideal Candidate will have

- A BS in accounting
- CPA Florida designation
- 3-5 years experience in public accounting
- Solid understanding of accounting and tax concepts
- Experience with Excel, Word, and tax preparation software
- The highest ethical and professional standards
- A zest for problem-solving
- The ability to work in a team environment
- The ability to effectively communicate with clients and co-workers
- Excellent writing skills
- A strong work ethic
- A professional demeanor and confidence when interacting with team members and clients

To Apply

- E-mail careers@mjs-cpa.com
- E-mail your resume and cover letter in the form of Microsoft Word document or a PDF to the e-mail address above.
- Please label files with your first initial and last name (i.e., jdoe.doc or jdoe.pdf)
- Please indicate which position you are applying for
- No phone calls or walk-ins please
- You may mail your resume to:

Matthew J. Soldavini, P.A.
Attn: Recruitment
791 Tenth Street South
Naples, FL 34102
