

# **JANNEY & ASSOCITES, CPAS BOOKKEEPING AND PAYROLL SPECIALIST (FULL CHARGE BOOKKEEPER)**

## **SUMMARY**

Our Payroll and Bookkeeping Specialist handles client write-up services and is responsible for the accuracy of financial information for client engagements.

## **RESPONSIBILITIES/DUTIES**

- 1) Teamwork
  - a. Works co-operatively with JACPA team members.
  - b. Contributes new ideas to co-workers and actively participates in team meetings.
- 2) Payroll
  - a. Prepares payroll and related payroll tax returns.
  - b. Prepares annual W-2s and year end payroll tax returns.
  - c. Prepares workers compensation reports.
  - d. Fills out employment verifications and any other payroll related requests.
  - e. Keeps personnel files up to date.
- 3) Bookkeeping
  - a. Reconciles bank and other accounts.
  - b. Handles and manages accounts payable.
  - c. Understands the billing and collection process.
- 4) Financial Statements
  - a. Prepares client financial statements for review.
  - b. Indicates potential variances or issues for resolution.
- 5) Marketing
  - a. Develops a working knowledge of JACPA services.
  - b. Advocates for JACPA internally and externally.

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

- 1) Experience with Quickbooks and Quickbooks Online
- 2) Microsoft Office, including Word, Excel
- 3) Understanding of account reconciliation
- 4) Knowledge of manual bookkeeping systems and checklists
- 5) Experience with Quickbooks Desktop and Online Payroll (ADP and Paychex, helpful also)
- 6) Workers Compensation System knowledge, helpful
- 7) Technology skills (internet, managing passwords, portal login, imports and exports)
- 8) Documenting work so others can follow

## **KEY SUCCESS FACTORS**

- 1) Attention to detail, such as identifying unusual variances that require attention
- 2) Team player with a positive – ‘can do’ approach.
- 3) Willingness to learn something new and try new approaches
- 4) Ability to handle multiple projects simultaneously with strict time deadlines
- 5) Good emotional intelligence and ability to interact with clients directly