

Full-Charge Bookkeeper

[ABC Bookkeeping & Business Support](#)

Gig Harbor, WA 98335

\$22 - \$30 an hour - Full-time

ABC Bookkeeping and Business Support are adding to our outstanding team. We are looking for a motivated and focused individual who will provide detailed, customer-service-oriented bookkeeping to our clients while supporting and promoting the growth of our company. Candidates must have strong bookkeeping and accounting skills and the experience necessary to work with a variety of clients/businesses.

Requirements for this position are as follows:

- An Associate's Degree in Accounting, and 2 years plus current experience handling full-cycle business. accounting - A/P, A/R, payroll, excise returns, bank reconciliation, and financial reports.
- Comprehensive knowledge and use of QuickBooks - both desktop and online.
- Excellent communication and interpersonal skills – both written and verbal.
- Must be organized, detail-oriented, able to prioritize and follow through with ease and professionalism in an efficient manner.
- Must be able to work independently and collaborate frequently with your team.

Prospective candidates must be willing to undergo both background and credit checks.

If you are a candidate who desires to be extraordinary, please send a brief cover letter and resume to Marci@abcbkbs.com.

Compensation: Competitive, DOE.

About ABC Bookkeeping & Business Support:

ABC Bookkeeping & Business Support was founded in Gig Harbor, WA in 2010. We proudly serve and partner in our community to provide exceptional bookkeeping, accounting, payroll, HR support, creation of custom cloud accounting systems, QuickBooks training and cleanup, new business consulting and formation along with tax preparation, filing and planning provided by our team CPA. Our people-centered business model means we are deeply connected to our clients and focus on relationships that nurture success. Our Mission: To provide peace of mind and the opportunity to prosper for every client through accurate, timely and transparent financials delivered with respect, integrity and kindness. Our Vision: To discover, transform and create what matters to people.