

Client Accounting Services

Griffing & Company, P.C.

Public Accounting and Consulting Firm

Salary: Compensation (Negotiable, based upon experience)

Job Type: Full-time, Hybrid

Includes: Competitive Salary, Bonuses, Benefits & Work/Life Balance

Location: Sugar Land, TX

Years of Experience with bookkeeping/QuickBooks experience: 5+ Years (required)

Education Level: Bachelor's Degree or higher/CPA license a plus

Full Job description

Griffing & Company, P.C. is an established, full service, CPA firm in Sugar Land that continues to grow in the regions. We are searching for someone motivated to join our team as a senior bookkeeper/experienced accounting specialist to compliment and engage in our continual efforts to reach the next level. This is not an entry level position, at least 5 years is required.

Office Culture

Our office fosters a culture of "quality," that includes quality of work for our clients, and a quality of life for our team members. We pride ourselves on a "family" environment that identifies the individual and empowers each to hone skillsets to meet career goals. We work together as a team, in a friendly, relaxed setting, to get the job done and solve ever-changing business challenges to best serve our clients that are centered in Texas, yet span the U.S.

Essential Duties and Responsibilities

- Help clients maintain their QuickBooks desktop and QuickBooks Online files
- Prepare financial statements
- Maintain client relationships
- Perform full service accounting and bookkeeping duties
- Train and supervise staff and clients on QuickBooks and QuickBooks Online
- Ability to travel to various client sites within the greater Houston area
- Participate in firm marketing activities

Qualifications

- Ability to work well with other firm members and clients
- 5+ years of recent QuickBooks experience
- Experience preparing and analyzing financial statements
- Ability to provide guidance and in-depth consulting to clients
- PC proficient
- Excellent verbal, written and listening skills

Negotiable salary and benefits. Please e-mail your resume, salary history and salary expectations to info@griffing.com.