

# CPA/Bookkeeper

## Griffing & Company, P.C.

Public Accounting and Consulting Firm

**Salary:** Compensation (Negotiable, based upon experience)

Job Type: Full-time

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

Location: Sugar Land, TX

Year of Experience with bookkeeping/QuickBooks experience: 4+ 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 to join our team as an experienced bookkeeper to compliment and engage in our continual efforts to reach the next level. This is not an entry level position.

## 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 general accounting and bookkeeping duties
- Train and supervise staff and certain clients on QuickBooks
- 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
- 4+ years of recent QuickBooks experience
- Ability to analyze financial statements and provide guidance 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](mailto:info@griffing.com).