

Bookkeeper

LWBJ is seeking a full-time/part-time bookkeeper in our West Des Moines and Ames offices. Duties would include posting client accounting data to accounting software systems, creating or compiling financial statements and related filings, preparing payroll and performing other miscellaneous bookkeeping duties for our clientele.

Ideal candidates will be well-organized, professional in appearance, reliable, team-oriented, and able to courteously interact with all levels of employees and clients. Individual must be able to perform several tasks concurrently with ease and professionalism and ensure confidentiality of firm and clients.

A minimum of two (2) years responsible accounting or bookkeeping experience related to a computerized accounting system, including accounts payable, accounts receivable, payroll, general ledger and financial reporting is required. Knowledge of QuickBooks® and Microsoft Office is also required.

LWBJ offers an outstanding benefit package which includes medical, dental, vision, 401(k), life insurance, and long-term disability. LWBJ also rewards its employees with incentive packages, as well as a generous vacation and holiday schedule.

LWBJ is one of the Midwest's leading CPA, business advisory and M&A firms. By size, LWBJ ranks in the top one percent of CPA firms nationwide and has been honored as a G400 firm by the AICPA. We deliver a broad range of tax, accounting, and consulting capabilities to serve businesses and individuals. LWBJ treats employees as leaders from day one and offers unlimited growth and career advancement.