



# JOHNSON & JOHNSON

## CERTIFIED PUBLIC ACCOUNTANTS

### About The Position/Job Responsibilities

Johnson & Johnson, CPAs is looking for a

- ⇒ Full Charge Bookkeeper
- ⇒ Accounting Professional
- ⇒ Individuals willing to be trained and learn the profession

The ideal candidate understands and can prepare double entry accounting, manage monthly activity, maintain client general ledgers by entering accounts payable and accounts receivable transactions, recording monthly journal entries, preparing account reconciliations and handling client bill payment activities, as well as preparing compiled financial statements on both cash and accrual basis.

Our preferred candidate will also have experience preparing Forms 1099 and Form 1096, quarterly sales and use tax returns, and any electronic payments and filings associated.

### Desired Skills and Experience

#### Minimum Qualifications

- Experience performing full-charge bookkeeper duties
- Proficient with QuickBooks and Microsoft Office (Word, Excel, Access, Outlook)
- Experience with preparation of Forms 1099/1096, 940/941, sales and use tax returns, EFTPS, Workers Compensation Reports

#### Preferred Qualifications:

- Experience managing direct client relationships
- Excellent customer service skills (internal and external)
- Ability to follow instructions as directed
- Takes appropriate actions without being asked
- Able to handle multiple priorities, tasks and simultaneous projects

All resumes and inquires should be directed to the following email, address, and phone #:

info@vikingcpa.com  
680 Alamo Pintado Rd. Solvang CA 93463  
(805) 688-4415

www.VikingCPA.com