



GUNNCHAMBERLAIN, P. L.

— CERTIFIED PUBLIC ACCOUNTANTS —

Full Charge Bookkeeper

We are looking for a positive, upbeat, organized, and proactive person to fill a role for Full Charge Bookkeeper. You should be capable of working with various clients on multiple projects and a tech-savvy accounting professional who is willing to be part of a team. We require strong written and verbal communication skills, as well as great interpersonal skills. You must be motivated and take ownership of the position, joyfully serve others, and possess a “can do” attitude. This position provides opportunity to join one of the Best Places to Work in Jacksonville and grow with our team.

Full Charge Bookkeeper Responsibilities

- Oversee day to day accounting operations for various clients including AP, AR and payroll
- Prepare, review, and submit sales tax
- Pay attention to detail
- Ensure that information/records are organized and stored in a proper manner.
- Prepare monthly/quarterly financials

Requirements

- Strong planning, critical thinking, problem-solving, and time-management skills
- 5+ years in accounting
- Able to work in QBO, QB Desktop, Xero, Intacct, NetSuite
- Excellent interpersonal and communication skills.

GunnChamberlain, P.L. offers a competitive annual salary commensurate with experience and professional development opportunities. This position is an in-office position with the availability to work some days remote.

GunnChamberlain, P.L. is proud to be an Equal Opportunity Employer.