

Experienced Bookkeeper

About our Firm

Chiorini Hunt and Jacobs is a thriving CPA firm located in downtown Santa Cruz. We are seeking a full-time experienced bookkeeper who has a long-term desire to serve the Santa Cruz community. While we are primarily focused on taxation, we are expanding our accounting services department. Our existing clients range from established businesses to young tech entrepreneurs.

About the Position

As part of the CHJ family, you will collaborate with our team of CPAs on a variety of bookkeeping and accounting engagements. You will also work directly with clients on projects ranging from monthly accounting oversight to daily bookkeeping functions. You must be willing to travel to clients' offices as needed.

Requirements for the position:

- Be polished and reliable and able to work both independently and in a team environment
- Flexible, professional demeanor for both formal and informal settings
- Maintain strong technical competence and embrace changing technology
- Strong knowledge of QuickBooks, QuickBooks online, and Microsoft Excel
- Creative problem solving
- Deep understanding of financial statements and
- Attention to detail
- Have strong written, verbal, and interpersonal skills
- Be a positive participant on an outstanding team

Areas of core competence:

- Strong bookkeeping and accounting skills
- Proficiency with QuickBooks and Microsoft Excel
- Creative and efficient problem solving

You will work with an experienced, high functioning team that will provide mentoring, technical resources, and support to help accelerate your success. If you have the qualifications, experience, and desire to work in this rewarding professional environment, please submit a cover letter and resume to david@chj.com