



## MURRAY MOYER JOB DESCRIPTION

### BOOKKEEPER

#### Job Brief

Murray Moyer is looking for a Bookkeeper to support its bookkeeping department and liaise with its tax representation and tax preparation teams. You will serve as a trusted business advisor to our clients aiming at maintaining proactive communication and meeting all relevant deadlines.

#### Job Title

Bookkeeper

#### Reports To

Director of Operations

#### Responsibilities

- Foster a positive relationship with forward thinking insights for all clients
- Support new client discovery and onboarding
- Maintain records of financial transactions and a general ledger, as well as posted transactions and ensure legal requirements compliance on behalf of clients
- Deliver clients a comprehensive quarterly financial report
- Identify and mitigate tax risks, including estimated payments
- Coordinate needs and support the tax preparation team with the timely delivery of all relevant materials on behalf of the clients

#### Requirements

- Proven work experience as a bookkeeper, minimum 2 years
- Excellent knowledge of account reconciliation, general accounting and finance analysis
- Knowledge of Quickbooks, relevant tax software and MS Office
- Good at meeting deadlines and solving problems
- Exceptional client service along with the ability to develop excellent client relationships
- Analytical skills with detail orientation
- BS in bookkeeping, accounting, finance, or relevant degree

#### About Murray Moyer

Murray Moyer is a tax resolution, tax preparation and bookkeeping firm owned and operated in the state of North Carolina. We approach every client relationship with the understanding that complex tax matters can impact any individual and that no business is immune to challenging economic times. Our CPAs work in conjunction with our tax attorneys to offer tax preparation services for individuals and businesses.

Interested applicants should send an e-mail to [admin@murraymoyer.com](mailto:admin@murraymoyer.com). E-mail should include the position you're interested in, desired start/end date, goals/activities you want to achieve and your resume.