



Professional Bookkeeping Nerd

15-25 Hours/Week – Flexible Scheduling

About Our Company

Springfield BackOffice (SBO) provides contracted office services to small businesses and non-profit organizations. The Accounting Systems (AS) division of SBO offers a range of services, including basic bookkeeping, accounting management, and payroll services.

The AS team is responsible for fulfilling the day-to-day accounting needs of multiple businesses across a number of industries.

Job Description

The SBO accounting team is responsible for providing customers with full-scale bookkeeping services utilizing Intuit QuickBooks and other Intuit products. Duties may include developing accounting procedures and systems for small businesses, data entry, account reconciliations, financial report preparation, payroll processing and taxes, and meeting with business owners.

Working with multiple clients, you will be required to manage and prioritize tasks and meet important deadlines.

This position will start at 15-30 hours per week, and scheduling is highly flexible.

Our Ideal Applicant

- Associate degree or higher in accounting or related field
- 1+ years relevant experience preferred
- Will become an enrolled agent (we'll pay for your exam fees!)
- Strong PC skills, including excellent knowledge of MS Excel
- Experience with Intuit QuickBooks required
- Strong leadership and ability to coordinate with other team members
- Great interpersonal skills and the ability to establish rapport with clients
- Extremely organized and detail-oriented

Application Process

Cover Letter and Resume

Please submit an up-to-date resume and a cover letter expressing why you want to work with SBO and how you would be a great fit as a member of our AS Division.

Video Interview

Submit brief videos via email that answer the following four questions:

1. What is your greatest professional strength?
2. How will you make the SBO team more fun?
3. What does the “golden rule ethic” mean to you and how do you apply it to your work?
4. What is your calling in life?

If you have any questions about this listing, please contact Jon Jones with any questions at: jon.jones@springfieldbackoffice.com or call at (866) 304-7908.

We make small business owners' lives **EASY and keep their business **FUN!****



Josh Spurlock
CEO / Chief FANATIC

The back office help you need to make your life **EASY**, and keep your business **FUN!**