

If you are the Freelance Certified QuickBooks ProAdvisor we are looking for, you'll be...

A respected team player who enjoys solving the puzzles our clients provide. You will be enthusiastic, mature, conscientious, a self-starter, possess good written and verbal communication skills, have high integrity and have a customer-service attitude. You will also be detail oriented and love delivering high quality results.

You will be responsible for following the instructions of a well-established Atlanta bookkeeping firm that specializes in remote/virtual bookkeeping services in several industries. Our clients value a company with a responsive management, bookkeeping/accounting excellence, and a service attitude. We have built a great reputation with in-town as well as out of state clients. We are growing and are looking for a freelance Certified QuickBooks ProAdvisor who will grow with us.

You will be responsible for specific on-going project work as needed, along with providing your specific skills and knowledge to improve our procedures and policies upon approval of your suggestions.

We're looking for a Certified QuickBooks ProAdvisor with:

- 3+ years' experience general client bookkeeping work
- Specific industry work in legal and real estate is preferred.
- Ability to understand how to set up a new client file that has no previous data entry
- Superior organizational and communications skills
- Good working knowledge of Excel functions

If you believe this sounds like you, send us an email before 5:00 PM EST on Friday, June 12, 2020 highlighting why you think you the person to join our team. Please attach your resume with three referrals to your email and send it info@smallbusinessadvisor.biz.