
**Staff Accountant/Bookkeeper
Chicago, IL**

Company:

BSC Accounting provides accounting solutions for both businesses and High Net Worth individuals. We believe in building a solid relationship with our clients and employees. We are seeking an entrepreneurial, creative, and enthusiastic Staff Accountant/Bookkeeper. We are committed to providing challenging work and opportunity for growth.

Job Description:

- Assist with preparation of monthly financial statements
- Assist with payroll
- Assist with bookkeeping services to a variety of clients
- Assist the tax department with workpapers used to prepare income tax returns
- Having fun working and being creative
- Actively learning and growing

Requirements and Qualifications:

- Accounting and payroll knowledge
- Demonstrated written and verbal communication skills
- Conversant with accounting software
- Self-starter who requires minimal supervision
- Comfortable taking ownership of deliverables
- Comfortable working in a collaborative environment, both offering and asking for help when it's needed

Competencies:

- Solid communication skills
- Attention to detail
- Self-motivated
- Strong team contributor
- Manages complexity
- Cultivates innovation
- Customer focus

Job Type:

Full-time