

Experienced Money-Manager Needed

SJ Marketing, located in beautiful Incline Village Lake Tahoe, is searching for a gifted, experienced, money-minded Accountant/Bookkeeper with lots of experience in Quickbooks.

SJ Marketing is proud to be one of the few remaining marketing agencies that offers complete marketing services with quality and creativity. We focus on resort marketing, healthcare, recreation, government agencies, and any non-profit that we think has a bit of heart & soul.

SJ Marketing team members are service-minded, fun-loving, outdoor-oriented, and collectively creative. Our office is dog friendly (as long as your dog is friendly too), with a hiking path, picnic tables, and lake view just out our back door. We share space and share ideas a lot. We enjoy learning, collaborating, and doing a bang-up job for our clients.

We are looking for a team member that is smart, can be non-linear in their thinking, would love to take a lunch hike or sandwich on the beach, and is willing to work hard to get the job done. You will need to handle the responsibilities outlined and be dedicated to your task, but also be able to jump in when it's all hands-on deck for a presentation or a brainstorming session.

That's what it means to be part of a full-service agency. Your service will be celebrated and cherished...especially if you can start right away! Take a look at the expectations and let us know if you are interested in joining Lake Tahoe's premier full-service marketing agency.

Responsibilities include:

- Full Cycle Bookkeeping in a professional services, job cost accounting environment
- Manage/perform all Accounts Payable and Accounts Receivable duties
- A/P encompasses a blend of a small number of corporate services transactions, and a relatively high volume of client media purchases, predominantly via company credit media
- A/R encompasses predominantly manual client invoice processing, moving in 1Q 2017 to QuickBooks-produced invoicing. Experience developing invoice templates in QuickBooks is a plus.
- Import/track staff and contractor billable time/budgets, staff paid leave accruals, etc., from project management system
- Handle company semi-monthly payroll with QuickBooks Enhanced Payroll, including liability payment processing and tax return preparation (940, 941, W2)
- Prepare monthly and quarterly state tax returns (Sales, UI, MBT, etc.)
- Download and reconcile bank and credit card statements (in QB)
- Maintain/analyze general ledger and prepare monthly financial statements
- Assist in all areas of operation as requested by management

Requirements and Qualifications:

- Bachelor's degree or equivalent (finance, accounting or business management)
- 2-3 years' experience in small business accounting/bookkeeping
- Familiarity with professional services/ad agency/job cost accounting is preferred
- PC/Windows fluency
- Proficiency with QuickBooks desktop accounting software
- Proficiency with Microsoft Office tools (esp. Excel)
- Excellent follow-up and analysis skills
- Detail oriented
- Full or part time applicants will be considered (20-40 hours per week)

Salary:

Salary & benefits to be negotiated based on experience. Please email or send your resume with cover letter to:

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