



Accountant

Company: *ClearPath Advisors*
Job#: *2017-10*
Positions: *1*
Job Type: *Permanent – Part Time*
Location: *Detroit Lakes, MN, USA*
Category: *Professional*
Contact: *Jodi Pavek*

Job Description:

Our team is hiring a bookkeeper. This position will be part time (24-32 hours per week). Hours can be flexible to accommodate your schedule and ours. We are looking for someone who loves a challenge and is prepared to provide meaningful service to our clients. We take our work seriously - changing lives is an opportunity we cannot take lightly.

We want someone who has taken the time to learn about ClearPath Advisors, and whose references will vouch for a strong work ethic and adaptable spirit.

This is a position with a lot of opportunity to show off your skills. You must be highly self-motivated with the ability to ensure that our clients are receiving excellent service.

Skills/Requirements and Specifics about this role include:

- Accounting: Our clients are from a wide range of industries, and are primarily small, locally-owned businesses. You will record transactions from data submitted by them, reconcile bank and credit card statements, and prepare financial statements. You will process payroll and file payroll reports as appropriate. You will have frequent phone and email communications with clients. Clear communication skills are required.
- Incorporate new businesses.
- Research and resolve federal and state employment tax issues.

Must Haves:

- Excellent verbal and written communication skills.
- Detail-oriented with strong organizational skills.
- Team player approach.
- Willingness to learn and grow and accept new challenges.
- Minimum two-year degree; in-depth knowledge of accounting.
- Have a PTIN identification.

Other Desirables:

- Experience with QuickBooks, Outlook, Microsoft Office, CRM Software
- Familiarity with Dave Ramsey
- Tech savvy

Please submit your resume and cover letter with wage requirements to: jodip@myclearpathadvisors.com