

Small Business Bookkeeper

Location: Lake Oswego, OR

Type: public

Hours: full time

Job Description:

Talbot, Korvola & Warwick, LLP (TKW) is seeking a **Small Business Bookkeeper** with 3+ years of experience in a small business office environment. Additional skills include:

- using QuickBooks (desktop and cloud) – preferable experience with QB Enterprise,
- advanced computer skills including networked computers, Microsoft Excel, and Word,
- strong organizational skills and extreme attention to detail,
- ability to organize customer information, vendor information, employee information, etc.,
- ability to multitask, stay organized, and communicate well, and
- ability to work well on own as well as within part of a strong team.

Located in Lake Oswego, TKW provides business management, financial accounting, and tax advisory services to privately held companies in the Pacific Northwest. TKW also leads the industry in providing assurance, financial and business advisory services to governmental entities including state agencies, cities, counties, school districts, community colleges and special districts throughout the Pacific Northwest.

We offer competitive salary and benefits, excellent training, and professional growth development and opportunities.

How to Apply:

To apply, please e-mail your resume and cover letter to achievemore@tkw.com.