

Position: Part-Time and Year-Round Remote Accounting Assistant

LNB Accounting is a California accounting firm that provides a variety of accounting services to individuals, small businesses, charities and non-profit organizations, with a primary focus on newly created startups (that have less than 10 employees). We do not perform routine accounting functions for our clients. Instead, we work alongside them in collecting, recording, analyzing and presenting their business financial operations. We are here to grow with our clients, using very high level of care and attention to details. Our services include the following: (1) Tax Preparation, (2) Personal Financial Planning, (3) Outsourced Accounting, (4) Bookkeeping, (5) QuickBooks Online, (6) Audit for Nonprofits and Charities, (7) Sarbanes-Oxley Compliance Testing, and (8) Business Formation. Please, visit www.lnbaccounting.com for more details.

We are searching for a motivated Part-time and Year-Round Accounting Assistant who is an excellent multitasker with exceptional communication and time management skills. Ability to work 100% remotely but must be flexible to work from our office in Concord, CA when needed.

Job description:

- Must understand basic accounting principles and be proficient with computers and cloud-based accounting software.
- Support the work of accountants by performing clerical tasks, including processing and recording transactions, preparing financial reports and budgets.
- Handle communications with clients and vendors via phone, email, and in-person, fact checking, filing, invoicing and other duties, as needed.
- Perform basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Ability to work a maximum of 20 hours/week remotely but must be flexible to work from our office in Concord, CA when needed.
- Must be trustworthy, dependable, efficient, organized and able to work with a minimum supervision.

Qualifications:

- 2+ years' accounting/bookkeeping experience.
- 4-year college degree in Accounting, or relevant field.
- Familiarity with Microsoft Office 365 and Google Suite.
- Experience with QuickBooks Online.
- Experience with Payroll processing.
- Excellent English written and oral communication skills.
- Familiarity with California Employment Laws (or knowledge of tasks performed by HR Generalists) is a plus.
- Bilingual proficiency (French, Spanish or Portuguese) is a big plus.
- Any Accounting or Tax certification is also a huge plus.

Benefits offered:

As a member of our team, (whether part-time, seasonal or full-time), you'll receive a highly competitive salary, work flexibility options, employee continuing professional education & training, health, dental, and vision insurance. In addition, full-time employees only receive short and long-term disability insurance, life insurance, flexible spending accounts, paid time off (up to 4 weeks), 401(k)plan with an employer contribution, and a profit-sharing plan. You will work within an environment that values your contributions and supports your professional growth.

If you meet all of these requirements, please, email your resume and cover letter (and mention your salary expectation) to info@lnbaccounting.com . No phone call please! Only qualified candidates will be contacted for an interview.