



# BARTLETT, PRINGLE & WOLF, LLP

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS



## **BPW voted one of the Best Places to Work, two years in a row!**

Founded in 1948, Bartlett, Pringle & Wolf, LLP is the leading accounting and consulting firm on the Central Coast, offering a unique blend of both individual and business accounting solutions. From tax to audit and estate planning to bookkeeping and client accounting services, BPW provides a full suite of services and a depth of resources to meet the needs and expectations of our clients.

We pride ourselves on the quality of service we provide, the expertise we lend, and the partnership we build with our clients in helping them to achieve their life goals.

Visit our website to learn more about BPW at [www.bpw.com](http://www.bpw.com).

## **Experienced Bookkeeper**

We are seeking an experienced, enthusiastic bookkeeper with extensive QuickBooks and accounting knowledge to join our fast growing Client Accounting Services team. This person will be responsible for performing financial reporting for various entities and staying current on technological solutions, as well as providing excellent customer service.

### **Job Functions:**

- Preparation of financial statements and cash flow statements
- Prepare related schedules and reports as requested
- Preparation of payroll, payroll tax, and sales tax returns
- Preparation of Forms 1096/1099 and Forms W-2/W-3
- Electronic file maintenance of documents and schedules

### **Qualifications:**

This is a full-time position. It is desired that the candidate have an Associate's degree in accounting or business administration, or equivalent business experience (minimum of three years experience), as well as a knowledge of bookkeeping and financial accounting standards. QuickBooks or similar accounting software experience is preferred. Candidate must enjoy working in a team environment and have the ability to interact with a variety of clients in a professional and courteous manner. Excellent communication skills and strong attention to detail is a must.

In addition to our downtown Santa Barbara location and our beautiful work environment, we offer competitive pay and benefits, including health insurance benefits, a 401(k) Plan, a Flexible Benefit Plan, and profit-sharing. We also place a high value on quality of life and are proud to offer flexibility with work schedules.

If you believe that you are an ideal candidate and have an interest in joining our team, please email your cover letter, resume and salary history to [hr@bpw.com](mailto:hr@bpw.com).

We are an equal opportunity employer, and we encourage diversity in our workforce.