



Job Posting – Immediate Opening

Position: Accounting Manager

Starting Salary: \$65,000 to \$75,000 DOE

Office Hours: 8:00am – 5:00pm M-F

Working Hours: 40 hours per week

Overtime Required: in January

January Overtime = 10 to 15 hours per week

A Supplemental Questionnaire is required and can be found on our website:

www accuraccounts.com

Preferred Qualifications:

- 5 Years bookkeeping & payroll using QuickBooks Desktop software
- 3 Years bookkeeping using QuickBooks Online software
- 5 years preparing payroll tax returns – both Federal & Oregon
- 5 Years reconciling and reviewing general ledger accounts
- 5 Years supervising and training accounting staff

General Statement of Duties:

- Working with multiple businesses
- Full cycle bookkeeping
- Financial statement preparation
- Human resource management
- Recruiting, hiring, and training accounting staff
- Client billing and collections

Benefits include:

Paid Time Off. Health, Dental, and Vision. Health Savings Account (HSA). Pre-tax Plan for family health, dental, vision, and childcare expenses. 401k Retirement plan.

To apply for this position:

Mail your completed supplemental questionnaire and resume to:

AccurAccounts, Inc.

2150 Commercial St SE, Ste 200

Salem OR 97302

Or email your resume and questionnaire to: VickieJ@accuraccounts.com

No phone calls, please!