



BUSINESS SERVICES, LLC

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BOOKKEEPER/STAFF ACCOUNTANT – FULL TIME

ROI Business Services, LLC is an accounting firm located in Bartlett, Illinois. We offer a friendly, client-focused, procedure based, team atmosphere. Our flexible work schedule, casual work environment, and great benefits allow for a positive work-life balance. Additional learning opportunities are available from working directly with the firm's partners, internal training and external CPE.

JOB DESCRIPTION / RESPONSIBILITIES:

- Advise clients regarding proper accounting methods.
- Communicate with clients to obtain necessary data for bookkeeping and accounting.
- Communicate with clients regarding journal entries and accountant's changes.
- Perform data entry or review client's financial information in various financial software programs.
- Be responsible for specific projects and assigned clients.
- Be responsible for meetings and conferences with clients on an on-going basis, including some monthly local travel.
- Perform Monthly, Quarterly, and/or Annual reconciliations for many different clients.
- Prepare/review compilation reports, sales tax forms, and payroll tax filings.
- Provide QuickBooks training to clients, and assist clients with bookkeeping issues.
- Assist clients with uploading and downloading QuickBooks files and importing accountant's changes.
- Research issues as they arise.
- Work closely with partners and senior accountant on special projects and various clients.

EXPERIENCE / REQUIREMENTS:

- 1-3 years of experience with a small to mid-size CPA firm is preferred.
- Proficiency in QuickBooks and Microsoft Office Products. Experience with QuickBooks Online a plus.
- Experience closing monthly books for multiple clients.
- Ability to manage multiple projects simultaneously.
- Strong interpersonal, oral and written communication skills.
- Strong organizational and analytical skills as well as attention to details.
- Pro-active attitude to work with others in a team environment.
- Bachelor's degree with a major in accounting is a plus.
- Travel to client locations is expected.

For additional information about ROI Business Services, LLC, see our website: www.roibusinessservices.com
Email resume to: smirsky@roibusinessservices.com