



Full Charge Bookkeeper/Accountant

Lavine, Lofgren, Morris & Engelberg, LLP, the largest independent accounting firm in San Diego, has an opening in Client Accounting Services. We seek a full-time team member who is organized, detail oriented, flexible, and motivated.

Responsibilities include, but are not limited to: data entry, bank reconciliations, inventory, accounts receivable, accounts payable, sales tax reporting, credit card entry and reconciliations, payroll and financial statement preparation, comparison to budget and analysis for multiple clients.

Qualified candidates will possess the following:

- Bachelor's degree in Accounting
- Minimum of 2 years accounting experience for multiple clients
- High level of technical proficiency in QuickBooks, other accounting software experience a plus
- Thorough knowledge of Excel and Word
- Strong reconciliation and problem solving ability
- Excellent written and verbal communication skills with clients at all levels
- Ability to travel occasionally to client locations

Our office is located in the Golden Triangle area of La Jolla and San Diego; conveniently near major connecting freeways, across from University Towne Center.

Our benefits include:

- Flexibility in scheduling
- Competitive salary
- Health, dental, life, long-term disability insurance
- 401(k) plan
- New business and employee referral bonuses
- Free parking

This position offers a great opportunity for challenge and growth in a positive work environment. If you are interested in expanding your abilities and joining a dynamic team, please send cover letter, resume, salary history, and salary requirement to bennettk@llme.com. No phone calls or agency contacts, please.