

# Bookkeeper

L. Lopez, CPA & Associates Inc. · Redwood City, CA (On-Site)

Bookkeeper at L. Lopez, CPA & Associates Inc.

## About the job

“Small firm personality, big firm capability”. At L. Lopez, CPA & Associates Inc., we partner with our clients. For us, that means expanding our community with people who – value you, our work, and our vision. Here, you'll collaborate with team members to build upon our mission to help clients grow, manage, and plan for the future. Come aboard a dynamic organization where you'll excel in solving diverse and stimulating business problems.

## Responsibilities

- Manage a diverse client portfolio including high-net-worth individuals, partnerships, S-corporations, and C-corporation businesses
- Process accounts payable, customer invoicing, bank reconciliations, and prepare business compliance filings such as 1099s, payroll, and sales tax
- Record credit card transactions and reconcile them with corresponding receipts
- Enter data accurately and maintain records
- Ensure transactions are correctly recorded in the general ledger and other supporting documents as required
- Demonstrate accountability by taking ownership of client relationships when necessary
- Strong attention to detail and time management abilities
- Perform additional responsibilities as delegated

## Qualifications

- Bachelor's degree in accounting, finance, or related field
- 5+ years of experience in transactional accounting, accrual accounting, payroll, and sales tax compliance at public or private accounting firms or related industry
- Proficiency in full-cycle bookkeeping, accounting services, and reconciliation tasks
- Strong written, verbal, communication, and interpersonal skills
- Driven to meet deadlines and deliver high-quality client services
- Proven ability to manage multiple client engagements and work autonomously
- Demonstrates strong problem-solving and research capabilities
- Proficient in M365 and Quickbooks (QBO)

## **Ready to apply?**

Here, we embrace opportunity and reward leaders for their expertise, collaborative team building, and creative thinking. At L. Lopez, CPA & Associates Inc., we offer opportunities that can expand your capabilities and become a valued member of our community.

L. Lopez, CPA & Associates Inc. values diversity and is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

L. Lopez, CPA & Associates Inc. adheres to federal and state disability laws and provides reasonable accommodations for applicants and employees with disabilities. Please contact [info@llopezcpa.com](mailto:info@llopezcpa.com) if you require accommodations during the application process, for essential job functions, or to access other employment benefits and privileges.

In compliance with local and state regulations, some jurisdictions require employers to disclose the pay range for job postings. While the advertised pay range reflects typical compensation for this position, actual pay may vary based on factors such as internal pay equity, individual knowledge, experience, skillset, and geographic location. Candidates are typically hired within the lower to middle range of the pay scale. Additionally, this role may offer an annual discretionary bonus. For comprehensive details on our benefits and total rewards package, please visit our careers page at [llopezcpas.com](http://llopezcpas.com).

## **Employee Status**

Regular