

## **Mengali Accountancy**

### **We're Expanding and Looking For A "Next Generation" Bookkeeper!**

Mengali Accountancy, a successful and rapidly growing accounting firm located in beautiful downtown Healdsburg, is currently seeking an experienced Bookkeeper. The ideal candidate is a highly motivated self-starter who is eager to excel and thrives in a fast-paced and technology-rich environment. Mengali Accountancy operates in a paperless environment with automated workflows.

We provide outsourced accounting and bookkeeping functions for many companies throughout the North Bay enabling the person who fills this position to enjoy a variety of challenging tasks unique to many different firms.

Our beautiful inviting office with extensive resources is a well desired place to work. Our corporate culture is very fast-paced and encourages self-development and is looking to add another "Super Star" to our team.

#### **MAIN JOB DUTIES:**

- Accounts Payable
  - Manage weekly AP check runs
  - Process new vendor setups
  - Processing online payments
  - GL code invoices and credit card statements
  - Downloading online banking transactions
  - Manage annual 1099 run
- Accounts Receivable
  - Create and distribute invoices
  - Process E-Deposits
  - Process standard deposits
- Process Payroll
  - Process semi-monthly payrolls and tax deposits
  - File quarterly and annual payroll tax returns
  - Process workers compensation reports and audits
- Bank Reconciliations

#### **QUALIFICATIONS:**

- AA in Accounting preferred
- 1-3 years Accounting experience required
- Working knowledge of QuickBooks is a MUST!
- Excellent PC skills (Outlook, Word, Excel)
- Proficient typing & 10-key speed
- Self-starter with willingness to learn and positive attitude
- Must be detail oriented, highly organized, and dependable

Benefits include: Health insurance, dental insurance, SIMPLE-IRA retirement plan, paid time off, company sponsored ParkPoint\* gym membership, and others.

Email your resume, salary history, and salary requirements to [jobs@mengali.com](mailto:jobs@mengali.com).

Employment Opportunities are provided on our website at the following link:  
<http://www.mengali.com/~mengali/employment.php>

Full-time position

Salary DOE

Equal Opportunity Employer

Will Not Pay Relocation Costs

*\*ParkPoint health club is located in our business park*