

## Accounting Specialist

O'Connor, Brooks & Co., P.C. is a locally owned public accounting firm which has been serving the Tri-State area of Iowa, Illinois, and Wisconsin since 1920. We have offices in Dubuque, Iowa, and Galena, Illinois. We are a general services CPA firm offering an array of services to a diverse clientele. Our services include Bookkeeping, Payroll Processing, Tax Planning/Preparation, Bank Examinations, Accounting/Auditing, Business Consulting, and Controllershship Functions. More information on our company can be obtained from our website at [oconnorbrooks.com](http://oconnorbrooks.com).

We are seeking a full time Accounting Specialist in our Dubuque, Iowa office. Responsibilities include:

- Preparation of monthly/quarterly/annual financial statements
- Perform month/year end close functions
- Perform assigned bank reconciliations
- Process live or after-the-fact payroll for our clients
- File and pay client payroll and sales taxes timely and accurately
- Prepare and file quarterly and annual payroll tax returns
- Perform various special projects as requested

The qualifications for this position include:

- Associate's degree in Accounting or prior bookkeeping/payroll experience
- Strong attention to detail
- Ability to meet deadlines with accuracy
- Knowledge of QuickBooks Desktop and QuickBooks online
- Strong computer skills, including Microsoft Word, Excel, and Outlook
- Strong customer service skills
- Excellent written and verbal communication skills

We offer a great work environment along with a competitive salary and excellent benefits including health, dental, and disability insurance, 401(k) plan, a referral incentive bonus, summer hours, and vacation and sick time from the date of hire.

Please mail a resume and cover letter to:

O'Connor, Brooks & Co., P.C.  
Attn: Director of Human Resources  
P.O. Box 743  
Dubuque, IA 52004-0743

Or you can email a resume and cover letter to [eschilling@oconnorbrooks.com](mailto:eschilling@oconnorbrooks.com).