



YOUR FINANCIAL LANGUAGE, TRANSLATED.

CPAS & BUSINESS ADVISORS

## QuickBooks / Payroll Specialist

**emc CPAs LLC (emc)** is searching for a QuickBooks / Payroll Specialist who is passionate about teamwork, client service, and personal growth. The desired candidate will be responsible for maintaining client QuickBooks records and payroll filings for multiple clients across a variety of industries. As a QuickBooks / Payroll Specialist, you will work closely with team members on all phases of project and engagement management.

### JOB DETAILS:

**Salary** – Based on Experience

**Job Type** – Full Time

We offer an attractive base salary, a flexible work environment, and comprehensive benefits program with great opportunities for personal growth and advancement.

### EDUCATION:

- Certificate or Associate degree in accounting or related field.

### TECHNICAL SKILLS:

- Understanding of general accounting principles and willingness to learn, drive for self-improvement.
- Working knowledge of Microsoft Office Suite (specifically Microsoft Word, Excel and Outlook).
- Self-motivated and willingness to enhance accounting and advisory knowledge.
- Excellent attention to detail with the ability to manage multiple projects.
- Strong communication skills (both verbal and written).

### About Us

Since opening our doors in 2019, embodying entrepreneurial spirit and drive has been the force behind the early success of **emc**. The team at **emc** recognizes that no two businesses are the same. We believe in delivering a customized approach to each client to help them succeed both operationally and financially. We serve each client with a level of energy and enthusiasm that is unparalleled in the marketplace.

At **emc**, being our clients' trusted business advisor is at the core of everything we do. We do this by being proactive and intentional about the way we deliver accounting, attest, tax planning and compliance services to our clients. We've scaled our business so that we are available to our clients throughout the year. We believe this is critical to helping our clients through business and financial decisions.

**EXPERIENCE:**

- 3+ years' experience in QuickBooks or related software and payroll services.

**RESPONSIBILITIES:**

- Develop and maintain on-going client relationships.
- Accounting services including bookkeeping, bank reconciliations, account reconciliations and general QuickBooks maintenance.
- Prepare tax returns including payroll and payroll related filings (i.e. Form 940, Form 941, W-2s, etc.)
- Onsite client work as deemed necessary.
- Ensure client deliverables are completed within expectations.
- Answer client calls and emails in a timely manner and with a solution-oriented approach.
- Actively seek out information to gain an understanding of client business and industry.
- Organize facts, analyze, and interpret information to tailor services to specific client needs.
- Participate in continuous learning activities and active research to improve and develop technical expertise; apply learned concepts.

**EQUAL OPPORTUNITY STATEMENT:**

**emc** is an equal employment opportunity employer. Employment decisions at **emc** are based on merit, qualifications, and abilities. It is our policy that **emc** does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

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*“We believe to find and retain the best clients, we must find and retain the best employees.”*

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To apply, email: [admin@emccpas.com](mailto:admin@emccpas.com)  
or visit our website at: [emccpas.com](http://emccpas.com)

**Inquiries can be sent to:**

221 W. Philadelphia St, Suite 201  
York PA 17401  
717.650.6225

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