

Paraprofessional Job Description

1. Performs data processing for clients (QuickBooks)
2. Completes basic bookkeeping utilizing client records and interaction with clients in order to generate reports including trial balance and financial statements
3. Develop and maintain a knowledge of software programs, such as QuickBooks, Word, Excel, and other software as needed
4. Prepare and process payroll, payroll records and summaries
5. Prepare and process required regulatory report
6. Processes payroll tax reports (i.e. 940, 941, 943 state unemployment, state withholding, workforce safety); information reports forms w-2, 1099's etc)
7. Makes adjusting entries and completes trial balances to prepare a tax return. Maintains a good understanding of depreciation and a depreciation computer software package to set up clients and reads and understands depreciation reports
8. Foots columns on accounting schedules and verifies accuracy
9. Consult with clients and prospective clients regarding the functionality and use of software programs such as QuickBooks
10. Initiate preparation of financial statement services and communicate with in-charge accountant
11. Manage and supervise the work flow and schedule for the payroll and write-up services detailed above
12. Perform related work as required.