



PART-TIME ASSOCIATE

Crowley Associates, formerly Michael Crowley, CPA, is searching for a qualified and diligent part-time associate. The main role for this position is bookkeeping for a handful of small- and medium-sized businesses. The position also includes tax work, particularly during tax season. Hours are typically greater during the months of January-April. We will provide paid training for the incumbent candidate on our software and procedures.

Responsibilities:

- Bookkeeping for a small portfolio of small- and medium-sized businesses
 - Use bank statements to reconcile accounts
 - Process accounts payable and accounts receivable
 - Maintain financial transaction records by posting transactions, categorizing correctly, and maintaining the chart of accounts
 - Prepare financial statements for clients
- Process payroll for some clients
- Prepare quarterly and annual sales tax and payroll tax returns
- Prepare 1099s and W-2s
- Prepare and file individual tax returns from start to filing
- Effective communication with clients and staff via phone, email, and in-person
- Other reasonable duties as assigned

Requirements:

- Proficiency in Microsoft Office Suite, particularly Excel, as well as Google Workspace required
- Demonstrated ability to use QuickBooks Online and other accounting software such as Sage
- Previous bookkeeping experience required
- Preferred experience using ATX or other tax preparation software
- Strong organizational skills with the ability to prioritize tasks efficiently
- Excellent communication and written communication skills
- Ability to maintain confidentiality and be discrete with personal information

Compensation and Schedule:

- Average of 20 hours per week, no weekends. Hours are typically greater during tax season and can be less during the summer months. Work schedule is flexible.
- Office is located in Glenville, NY. In-person work required to start, but hybrid work possible.
- \$25-\$32 per hour with the ability to earn a percentage of individual tax return revenue. Pay commensurate with experience

WHO WE ARE: Crowley Associates Tax & Accounting (formerly Michael Crowley, CPA) is an established, local accounting firm specializing in tax preparation for individuals, small- and medium-sized businesses, partnerships, estates, and trusts. Family owned and operated; our lead CPA Mike is a military veteran with over 45 years of experience in the accounting industry. Our services include bookkeeping, payroll management, financial consulting, and medical billing in addition to our work in taxation. We strive to provide the best quality service for our clients and serve as a resource for the community.