

Martin | Hood

CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

Martin Hood LLC is one of the largest locally-owned public accounting firms in Central Illinois, offering a full range of accounting, tax, and consulting services. Excellent career and advancement potential, yet we offer flexible schedules and do not sacrifice quality of life for career growth as evidenced by a staff turnover rate that is a fraction of industry norms. Continued growth has created opportunities in our Accounting Services Department. We are looking for individuals with the following attributes:

Experience: 2 to 10+ years accounting experience

Skills: Depending on experience level, the following skills will be important:

- Extensive bookkeeping experience – including payroll/payroll tax, monthly and quarterly bookkeeping, and financial statement preparation
- Detail-oriented
- Dedication to deliver a high level of customer service
- Ability to service multiple clients simultaneously
- Great Communication skills with clients and management

Requirements:

- Bookkeeping Experience
- Proficient in QuickBooks and Microsoft Office (Word, Excel, etc.)