



## BRIXEY & MEYER, INC | Bookkeeper | Cincinnati, Columbus, or Dayton

Brixey & Meyer is a regional accounting and business advisory firm with offices located in Dayton, Cincinnati and Columbus. Founded in 2002, our firm has quickly established itself as the region's first choice for accounting, tax and business advisory services. Our mission is to have a positive impact on the people of our firm and the clients we serve. As a five time winner of the Dayton Business Journal's "Best Places to Work" award, we understand that providing an environment for our team that fosters professional growth and success is a top priority.

We are looking for a talented and motivated **Bookkeeper** to work on assignments across numerous industries. The Bookkeeper will work on a variety of client engagements with a focus on entry of accounting transactions into QuickBooks or other accounting software. The Bookkeeper will gain experience with our CFO Services team and will be based in our Miamisburg office.

### Qualifications

- Associate's degree with emphasis in Accounting or Finance.
- Minimum of 5 years of qualified work experience based in public accounting or in applicable corporate setting.
- Candidate must possess a strong attention to detail and the ability to work on multiple client engagements.
- Proven interpersonal skills, including the ability to work with both internal team members, as well as external client relationships.
- Strong organizational skills and the ability to handle multiple responsibilities and meet deadlines.
- Proven ability to work both individually as well as collaboratively within a team setting.
- Excellent interpersonal, oral and written communication skills.
- Ability to provide training in both internal and external settings.
- Demonstrated client relationship management, as well as new client development preferred.
- An ideal candidate will be open to constant learning and training from other team members due to the on-going diversity of the engagements.

***Why Brixey & Meyer?***

We offer competitive pay and employee benefits that include medical, dental, and life insurance, a 401(k) plan with employer match and continuing education programs. All benefits are designed to promote employee health and well-being, and assist in work-life balance.

***Benefits***

Compensation package will benefit an outstanding performer and includes:

- Competitive base pay
- Bonus potential
- Outstanding 401(k) with employer match
- Paid vacation and holidays
- Flexible work environment

***INTERESTED?***

Please share your resume online at [www.brixeyandmeyer.com/careers/](http://www.brixeyandmeyer.com/careers/)