

## **Job Posting: Gomes DaCruz & Tracy, PC – Ludlow, MA**

### **Position: Bookkeeping & Payroll Professional**

### **Location: Western Massachusetts, 77 Winsor Street, Ludlow**

#### **About Us:**

Gomes DaCruz & Tracy, PC is a well-established and respected CPA firm located in Western Massachusetts. For over 35 years, we have been dedicated to providing comprehensive accounting, tax, and advisory services to a diverse client base, including small to medium-sized businesses and individuals. We pride ourselves on building strong client relationships, fostering a collaborative work environment, and supporting our team's professional growth.

#### **Job Summary:**

We are seeking a detail-oriented, experienced, and highly organized Bookkeeping & Payroll Professional to join our growing team. The ideal candidate will be responsible for managing the day-to-day bookkeeping and payroll functions for multiple clients, ensuring accuracy, compliance, and timely delivery of services. This role requires a strong understanding of accounting principles, payroll regulations, and excellent communication skills.

#### **Key Responsibilities:**

- Perform after the fact bookkeeping for various clients, including general ledger maintenance, bank reconciliations and calculating accruals.
- Generate financial reports, including profit and loss statements, balance sheets, and custom reports as needed.
- Process payroll for clients accurately and on schedule, including calculating wages, deductions, and taxes.
- Prepare and file all necessary payroll tax forms (e.g., 941, 940, W-2, state unemployment).
- Reconcile payroll accounts and resolve any discrepancies.
- Assist clients with bookkeeping and payroll software setup and support (e.g., QuickBooks, 1099-ETC, Gusto).
- Maintain organized and accurate financial records for all clients.
- Communicate effectively with clients to gather necessary information and address inquiries.
- Stay up-to-date with current bookkeeping practices, payroll laws, and tax regulations.

- Collaborate with other team members on client projects and firm initiatives.

**Qualifications:**

- High school diploma or equivalent. Associate's degree in accounting, Finance, or a related field is a plus.
- Minimum of 3-5 years of experience in bookkeeping and payroll processing, preferably within a CPA firm or multi-client environment.
- Proficient in Microsoft Office
- Proficiency with accounting software, particularly QuickBooks Desktop and Online.
- Experience with various payroll platforms (e.g., ADP, Gusto, Paychex) is a strong plus.
- Solid understanding of generally accepted accounting principles (GAAP).
- In-depth knowledge of federal and state payroll tax laws and regulations.
- Exceptional attention to detail and accuracy.
- Strong organizational and time management skills, with the ability to manage multiple clients and deadlines simultaneously.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- High level of integrity and professionalism in handling confidential financial information.

**What We Offer:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package (e.g., health insurance, paid time off, retirement plan).
- Opportunities for professional development and continuing education.
- A supportive and collaborative work environment.
- Direct client interaction and diverse work experience.
- Work-life balance initiatives.

**To Apply:**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to [kbeggs@gdtcpa.com](mailto:kbeggs@gdtcpa.com) or apply through [Link to Application Portal, if applicable]. Please include "Bookkeeping & Payroll Professional Application" in the subject line.