



Koch & Hoos, LLC
A Financial and Political Consulting Firm

Koch & Hoos, LLC is looking for a self-motivated individual with an exceptional work ethic who is interested in accounting and politics.

Position Title: Client Services Manager

Company Overview:

Koch & Hoos, LLC is a full-service accounting and compliance firm focused on assisting political clients with their accounting and campaign finance needs. Koch & Hoos, LLC's clients include political organizations of all types from campaigns to political action committees. Koch & Hoos, LLC is headquartered in Old Town, Alexandria, Virginia.

Job Description:

Duties and Responsibilities

- Perform data entry and bookkeeping. Tasks may include processing of receipts, preparing budgets, managing accounts payable, and issuing disbursements.
- Perform financial analysis in support of client engagements to include data analysis, research, and reviews.
- Assist with office administration, recordkeeping, and client correspondence.

Qualifications

- Bachelor's degree required -- business or accounting degree a plus.
- Strong attention to detail and organizational skills.
- Skilled with MS Office products.
- Experience with QuickBooks preferred and campaign management software a plus, will train.

Benefits

- Competitive salary and health care benefits.

Contact: Send resume and cover letter via e-mail to tim@kochandhoos.com or by fax at 1-866-311-0104.