



**Koch & Hoos, LLC**  
*A Financial and Political Consulting Firm*

***Koch & Hoos, LLC is looking for a self-motivated individual with a keen interest in accounting and politics.***

**Position Title: Client Services Manager (Bookkeeping/Data Entry)**

**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.
- Prepare state and federal disclosure reports.
- Assist with office administration, recordkeeping, and client correspondence.

*Qualifications*

- Bachelor's degree preferred, but not 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, health care benefits, and paid time off.

**Contact: [Send resume and cover letter via e-mail to tim@kochandhoos.com](mailto:tim@kochandhoos.com)**