



ACCOUNTING SERVICES SENIOR

Job Posting

Position Summary:

Responsible for applying principles of accounting to provide bookkeeping services, analyze financial information and prepare financial reports. Maintains and builds relationships with internal and external clients; works closely with client and staff personnel, assist with calls to clients, providing documentation to clients. Must be technologically proficient, able to work cooperatively with supervisors, co-workers and clients, detail oriented, able to work independently but seek guidance as needed, maintain positive attitude, and continually seek to improve processes.

Starting Hourly Range:

\$26.20 – \$28.00/hourly

Education Required:

- Associates Degree in Accounting
- 3+ Years' experience with General Ledger Accounting, Balance Sheet Reconciliation and Financial Statement Analysis within a CPA Firm Environment
- Certified QuickBooks ProAdvisor with expert level proficiency in QuickBooks
- Extremely strong understanding of accounting principles, payroll & 1099 compliance
- Ability to analyze trial balance and other financial information detailing assets, liabilities and capital, and prepare balance sheets, profit and loss statements and other reports
- Experienced and proficient in evaluating and correcting general ledgers prepared by others
- Track record of proactively and thoroughly identifying and solving accounting problems
- Strong critical thinking and problem-solving skills, with a high attention to detail
- Must be highly organized, self-motivated and able to work well independently and within teams
- Effective communication and time management skills – multi-tasking is essential in this role
- Ability to follow through to ensure timely project completion, complete tasks competently and efficiently
- Dedication to client service, meet client deliverables – both internal and external
- Exhibits core values of integrity, accountability, responsibility, leadership and professionalism

Duties + Responsibilities:

- Perform complete client set-up including creating work papers, cleaning up and or setting up accounting software
- Review, prepare and process monthly financial statements
- Compile and analyze financial information to prepare entries to accounts, such as ledger accounts and document business transactions
- Review and prepare detailed work papers for monthly, quarterly and annual bookkeeping clients



- Analyze financial information detailing assets, liabilities, and capital, and prepare balance sheet, profit and loss statements and other reports
- Interpret, maintain and report IRS Forms W-2 and 1099 ensuring compliance with regulations and answering client inquiries
- Accounts Receivable: review contracts, code and create invoices, data entry, maintain and update various spreadsheets, and respond to internal and external inquiries
- Accounts Payable: code and prepare accounts payable
- Performs other duties as assigned

Technologies:

- Proficient with Microsoft Excel, Word, Outlook and Adobe Reader/Pro
- Advanced QuickBooks Certification highly preferred

Competencies:

- Ability to maintain a high level of accuracy and confidentiality
- Excellent written communication skills including strong spelling and grammar
- Excellent verbal and interpersonal communication skills and present a professional image
- Must be organized and have the ability to set priorities and meet deadlines while working independently
- Experience working within a CPA firm

Work Environment:

Primary work location is an office environment with considerable time spent at a desk viewing a computer monitor. Workspace is relatively free from unpleasant environmental conditions, noise or hazards.

Physical Demands:

Primarily sedentary, lifting up to 10 pounds regularly. Continuously requires vision, hearing, talking, and keyboarding. Frequently requires multi-tasking, working closely with team members, fine dexterity for repetitive, detail-oriented work. Occasionally requires time pressures, frequent changes of tasks, moving between workspaces or meeting rooms, carrying, reaching, and bending or crouching.

Disclaimer:

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

How to apply:

If this sounds like the opportunity you have been searching for, we would love the opportunity to connect.

Learn more about SKR+CO at skrco.com.