



# CREATIVE PLANNING

Title: Outsourced Business Accounting – Senior Accountant

Location: Any Location/Hybrid/Remote

## **JOB SUMMARY**

As a Senior Accountant on the Outsourced Business Accounting team, you will work directly with clients and other team members to help manage the client's A/P, A/R, and account reconciliations. This position requires monitoring of details to effectively manage financial information and solve accounting issues for our clients.

## **JOB DUTIES**

- Process accounts payable
- 1099 processing
- Process accounts receivable and apply customer payments
- Reconcile accounts
- Appropriate utilization and efficiency of software applications
- Prepare adjusting journal entries
- Assist in month end closing and reconciliations
- Process improvement through automation and industry-specific best practices
- Prepare reports for year-end audits
- Ability to adapt to client needs by providing immediate short-term solutions while working toward implementation of long-term goals
- Set and meet defined deadlines on projects with clients

## **REQUIRED EXPERIENCE / QUALIFICATIONS**

- 2+ years accounting experience
- Familiarity with accounting systems
- Proficient in Excel
- Ability to work with multiple software, clients and projects
- Timely responses to internal and client communications
- Self-motivated, meets weekly/engagement hours expectations

## **PREFERRED EXPERIENCE / QUALIFICATIONS**

- Great Plains software

## **TECHNICAL SKILLS**

- MS Office and Teams experience
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to communicate effectively with clients via email and phone