



Title: **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
- Apply correct codes to bank and credit card transactions
- Reconcile accounts
- Prepare adjusting journal entries
- Assist in month end closing and reconciliations
- Prepare single state sales tax returns
- Review staff work
- Appropriate utilization and efficiency of software applications
- 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
- Manage payroll tax deposits and prepare quarterly payroll tax returns and W-2 forms

### **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**

- QBO, Sage Intacct and/or NetSuite
- Payroll experience, ideally using QuickBooks online
- Multi State payroll experience

### **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