



Title: **Outsourced Accounting Supervisor**

Location: Any Location/Hybrid/Remote

### **JOB SUMMARY**

The **Outsourced Accounting Supervisor** works to provide excellent accounting preparation, review and ancillary services in all client engagements including direct client involvement and relationship building. This position will seek opportunities for growth and mentorship and is an active participant in firm initiatives.

### **JOB DUTIES**

- Reconcile accounts
- Prepare adjusting journal entries
- Review and analyze general ledger accounts
- Prepare financial statements
- Provide client consulting and strategizing; while developing an industry-specific expertise
- Provide expertise in payroll and sales and use tax in a technical and support manner.
- Assists in onboarding new clients
- Process improvement through automation and industry-specific best practices
- Set and meet defined deadlines on projects with clients
- Be a resource for other members of the team. This may include technical training and providing feedback on client engagements

### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- BA/BS preferably in Accounting or related field of study
- 4+ years accounting experience
- Proficient with Accounting software
- Experience using QuickBooks Online
- Works well in a team environment
- References and documents work
- Ability to work with multiple software, clients and projects
- Timely responses to internal and client communications
- Self-motivated, meets weekly/engagement hours expectations
- Experience with Retail Clients; preferred

### **TECHNICAL SKILLS**

- MS Office /Windows experience particularly financial modelling and data management in Excel
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills