



CLIENT ACCOUNTING SERVICES ACCOUNTANT

Position Summary: This position is responsible for daily, monthly and quarterly accounting functions for small businesses.

Position Type: Full-Time Non-Exempt. On-site with some ability to remote work.

Compensation: Starting at \$26/hour but can be negotiated based on experience.

Benefits:

- Paid Time Off (PTO)
- Sick and Bereavement Leave
- Paid Holidays
- 4-day work week in the summer: Monday-Thursday
- Medical, dental, & vision
- Cash In-Lieu of Medical Insurance
- 401k plan with employer match
- Life Insurance
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Professional Development Financial Support:
 - CPA Exam
 - Study Material reimbursement up to \$1,500
 - Paid CPE
 - Paid Professional Dues

Responsibilities:

- Maintain and reconcile balance sheet and general ledger accounts.
- Perform daily recording of transactions including the accounts payable function by uploading invoices, workflow management, coding and timely processing of payments to vendors.
- Prepare and maintain journal entries and other GL functions as assigned.
- Assist in the preparation of financial statements to include at a minimum a balance sheet and income statement.
- Perform other accounting duties and support staff as required or assigned.

Requirements:

- Bachelor's degree in accounting, finance, or similar related field
- 2+ years of accounting experience
- General knowledge of sales taxes and payroll, including the required filings preferred.
- Must have knowledge in QuickBooks desktop and QuickBooks Online
- Proficient computer skills and ability relative to Microsoft Word, Excel, Outlook and Adobe Acrobat



Preferred Skills:

- Strong interpersonal and communication skills
- Experience with working on multiple engagements, and the ability to prioritize and/or adjust priorities to accommodate and adapt to changes
- Accurate, organized, and timely.
- Ability to perform in a fast-paced environment.
- Able to work effectively with partners, staff members and clients.

About Us:

At FrederickZink our team members are essential to our success. We value our team and believe in providing not only a competitive wage but also a comprehensive benefits package and opportunities to connect with our clients, the local community and each other. We are committed to supporting our staff personally and professionally and providing our clients with the highest level of service.

Confidence. Performance. Accountability. This is how we CPA.