



CLIENT ACCOUNTING SERVICES MANAGER

Position Summary: This position is responsible for overseeing and developing Accountants to provide outstanding client accounting services to our clients.

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

Compensation: Starting at \$70,000/year 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:

- Utilize accounting knowledge and communication to manage the CAS Department which includes the staff, clients and all deliverables.
- Provide support to staff through supervising and reviewing work performed, including timely feedback and training when needed.
- Monitor team member performance by reviewing quality of work, adherence to protocols, timeliness of deliverables and adherence to client budgets.
- Serve as a resource to all assigned team members for guidance on client tasks and/or resolution of client issues.
- Oversee client onboarding process for all assigned client engagements in accordance with defined process.
- Build trusted advisor relationships with client personnel to obtain an understanding of their business operations, processes and functions.
- Communicate engagement's progress, issues, findings, financial information and other business concerns to the client.
- Ensure timely and accurate project deliverables to clients and regulatory agencies.
- Create, maintain, and update departmental and client SOPs.
- Make recommendations for process improvements.
- Identify problems and lead the execution of solutions.
- Prepare statements, reports and other documents when needed.



- Lead special projects as requested.

Requirements:

- Bachelor's degree in accounting, finance, or similar related field with a desire to build practical experience in an advisory arena.
- 7+ years of accounting/assurance experience
- Minimum 2 years experience in working with clients in an accounting firm.
- 3 years management experience
- CPA or equivalent preferred
- Proficient in the preparation of sales taxes and payroll, including the required filings/reports.
- Proficient in QuickBooks desktop and QuickBooks Online
- Proficient Microsoft Word, Excel, Outlook and Adobe Acrobat

Preferred Skills:

- Excellent people-management and communication skills with experience hiring, training, motivating and developing staff.
- 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 remain composed 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.