



Job Description

Job Title:	Staff Accountant, Quality Control Specialist	Date:	February 2024
Status:	Part Time (Non-exempt), 20–30 hrs/week	Schedule:	Monday-Friday/Flexible
Reports To:	Office Manager/President	Environment:	Remote

Position Summary: The Staff Accountant is responsible for providing full cycle accounting duties (sans payroll processing and annual tax filings) as well as reviewing data files for accuracy and materiality. The accounting segment of this position includes responsibilities in all aspects of the accounting cycle using QuickBooks software, both Desktop and Online platforms. The account review portion of this position will serve to fulfill a quality control role to the senior leadership. This position is best suited for a person with a natural affinity for numbers, attention to detail, organization, and an overall desire to support the remote client to ease their mind around the financial reporting requirements for their business/organization. The successful candidate will be a self-starter and will have the ability to make decisions that uphold the company's overall guiding principles and company culture.

This is a part-time position that has the potential to become full time.

Key Responsibilities/Outputs:

Staff Accountant 85 - 90%

- Collect, organize and save source documents in accordance with established client folders and file naming conventions
- Understand and perform all necessary bookkeeping functions utilizing the Accountant's tools available to optimize processing efficiencies
- Record transactions, balance ledgers and reconcile accounts each month
- Review financial statements for accuracy, consistency and appropriateness based on entity type
- Maintain regular communications with client to obtain clarification for transactions in question
- Generate and deliver regular reports on the frequency outlined in the scope of work.
- Perform regular updates to tasks in project management system
- Have a thorough understanding of the scope of work for each client that is assigned, including Ancillary services that have been requested to be facilitated by BBS
- Manage all year end tasks, including communications with CPA and delivery of client e-notebook.
- Work within budgeted processing time requirements while meeting client expectations and quality deliverables.
- Maintain confidentiality of all company, client, and related sensitive information.

Account Reviewer/Quality Control Specialist 10 - 15%

- Review Balance Sheet and Profit & Loss reports for accuracy, consistency and any necessary accruals based on needs of business or organization.
- Confirm cash account balances to reconciliation reports and bank statements
- Review uncleared checks
- Review Accounts Receivable and Accounts Payable for unlinked transactions, credit balances and notate any other necessary adjustments.
- Confirm that all payroll liability accounts are zero.
- Confirm loan principal balances.
- Review fixed asset balances and corresponding accumulated depreciation so that balances are up to date with CPA year-end adjustments.
- Review income and expense accounts for posting consistency and proper vendor information.
- Make recommendations to Team Lead for corrections, reclassifications, new vendors (that may be 1099 eligible), etc.

Essential Skills/Experience:

- Accounting background with thorough knowledge of a balance sheet, income statement, debits, credits, cash basis and accrual basis reporting
- Ability to ensure compliance with generally accepted accounting principles (GAAP)
- Ability to maintain a high level of detail to ensure accuracy in all facets of position requirements
- Previous experience in financial statement review
- Previous experience in preparing for annual audits
- Previous experience in job costing and attributing direct costs to determine profitability
- Previous experience in multiple QB accounts and intercompany activities
- Ability to identify proper account postings as well as consistency in data categorization
- Integrity and high value on ethical and moral behavior regarding business operations, client confidentiality and overall team interactions
- Organization skills that facilitate the completion of a wide variety of tasks
- Time management skills to balance, triage and execute tasks while working independently
- Exceptional verbal, interpersonal and written communication skills to interact positively with coworkers and clients
- Critical thinking and problem-solving skills to identify, analyze and resolve issues
- Continued interest in expanding knowledge of the industry to further the growth of the business

Credentials, Education, Experience:

- Bachelor's degree required
- 5+ years' experience working in the accounting field
- Experience with and understanding of QuickBooks software, both desktop and online platforms
- Knowledge of GAAP, Cash Basis vs Accrual Basis accounting
- Proficient in the use of Microsoft Office products (Word, Excel, SharePoint, MS Teams)
- Knowledge in the use of Teams and/or Zoom to conduct virtual meetings.
- Proficient in the use of web based platforms (Google Docs, T-Sheets/QB Time, Asana, xxx)
- Ability to manage and prioritize multiple tasks, projects, schedule and related outcomes

Work Environment:

- This position works within a remote work environment. Professionalism and discretion are required when communicating with Clients and fellow team members
- Position will be required to communicate with clients and other stakeholders
- This position routinely uses standard office equipment such as computers, phones, copiers – as well as various software programs to accomplish our service deliverables

Compensation & Benefits:

- Salary is based on experience
- Telephone allowance, preapproved business expense reimbursement
- Remote work environment with the ability to flex hours while still meeting client expectations

By signing below, both parties indicate that they have reviewed and understand the job description as provided.

President

Date

Employee

Date

Buckeye Bookkeeping Services, LLC is an Equal Opportunity Employer. This is a non-smoking environment. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.

For job posting:

We're thrilled to announce that Buckeye Bookkeeping Services is hiring! If you're a public accountant searching for more work-life balance and flexibility in your schedule, this opportunity is tailor-made for you.

We're looking for a talented part-time accountant (20+ hours/week) to join our team. As the ideal candidate, you'll have a minimum of a bachelor's degree in accounting, along with 5+ years of experience in either public or corporate accounting. Having a CPA designation and audit experience would be a huge plus!

One of the best parts? This position allows you to work remotely, giving you the flexibility to balance your personal and professional commitments.

If you're ready to take the next step in your accounting career and enjoy the benefits of a flexible work environment, we want to hear from you! Drop a comment or send us a direct message to learn more about this exciting opportunity. Let's explore how we can work together!

You love taking the lead on your own projects. You love having full ownership over the client relationship, execution, and results of your files. You're constantly seeking to improve these client files asking yourself things like: What's working? What's not working? How can I improve this? How can I make this better? Did I see the results I was hoping for?

You're a confident decision-maker. You love taking initiative over your own tasks to get them started and completed, which means you don't need to be micromanaged. You know your deadlines, make the decisions that need to be made, and accomplish them!

You have strong attention to detail. People tend to compliment you on your strong attention to detail and you're constantly hearing them say "Good catch".

You enjoy having the freedom and autonomy to work on your own. You love the fact that you're a natural go-getter. You're incredibly self-disciplined to stay on top of your projects, deadlines, and communications with the rest of the team.

You're exceptional at representing yourself and company in a personal, professional, and friendly way. You love being the go-to person to respond to questions and communicate with anyone. You love helping and providing detailed and thorough responses in a genuine and personable way.

You're flexible with meeting times. You don't mind being present in the early morning or evening meetings once in a while. Our team is 100% remote which means being flexible with attending meetings in multiple time zones. Keep in mind, it's not just the team, we have clients in multiple time zones.

Being a part of the team means:

You love being a part of a hard-working remote team and collaborating online with other team members!

You have the flexibility and freedom to work from your home! (Yep, yoga pants and all!) Build your schedule around core hours of availability for your clients and teammates.

You're all about growth – personally and professionally and you're excited about the opportunity to grow with our digital environment & change the lives of others!