



## Accounting Support

We are looking for Accounting Support to join our firm. As Accounting Support, you will be responsible for providing outstanding client service. Our firm provides competitive compensation, benefits, a wellness initiative, and a strong career path for high performing professionals.

### Responsibilities:

- Payroll processing and reconciliation, including keying all payroll-related data necessary to process and meet designated payroll schedules
- Contacting clients according to set schedules in order to obtain payroll and bank transactions, including salary adjustments, special payments, tax allocations, employee deductions or adjustments, bank statements, loan activity reports, etc.
- Researching and resolving client and system issues to ensure accurate reports
- Remittance of payroll taxes and other required government reporting
- Preparation of monthly, quarterly and year-end payroll statements (W-2s, 1099s, etc.)
- Timely posting of transactions into client QuickBooks accounts
- Preparation of monthly bank, credit card, and loan reconciliations
- Meets time constraints and client deadlines and responds quickly to client inquiries and requests
- Provides quality client service
- Quality is consistently demonstrated in all aspects of work

### Qualifications:

- Bachelor's degree preferred, not required
- Working knowledge of payroll and QuickBooks preferred
- Excellent phone manner with a customer service attitude
- Strong verbal and communication skills
- Strong spelling, grammar, math, and organizational skills
- Anticipates problems and keeps the manager informed of engagement status
- Intermediate to advanced proficiency with all Microsoft applications (especially Excel)
- Keeps firm and client information confidential
- Ability to handle driven deadlines and work in a high-paced environment
- Seeks learning opportunities
- Assumes responsibility for tasks that challenge current level of ability
- Maintains the firm's objectives of integrity and professional compassion by treating others fairly and with respect
- Calm under pressure with a common sense and flexible approach to solutions

### What we offer:

- Competitive Base Salary
- Employer Contribution to Medical and Disability Insurance, and 401(k) plan
- Access to group Dental and Vision Insurance
- Generous Paid Time off
- Summer Friday afternoons office closed
- Ability to work in a growing, dynamic, flexible firm that values your unique contribution