

## **Sponsel CPA Group**

### **Accounting Services Accountant**

The ideal candidate for this position will be highly analytical, able to multitask, complete projects timely and able to work under pressure.

#### **Job Duties**

- Accounts receivable and billing
- Accounts payable, includes coding
- Multiple bank reconciliations and recordkeeping.
- Detailed analysis of general ledger accounts and preparation of reports.
- Payroll preparation and tax reporting
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts
- Fixed asset tracking and recording depreciation
- Prepares appropriate schedules and reports as requested by clients and partners
- Receives, reviews, and posts broker statements
- Assists tax accountants on tax return preparation
- Generates 1099's and W-2's for clients
- Performs other duties as assigned from time to time by client, accountants, or partners
- Public accounting experience a plus

#### **Skills Preferred**

- Strong organizational skills
- Outstanding attention to details
- Proven ability to maintain confidentiality
- Good written and verbal communication skills
- Demonstrate the ability to communicate effectively and professionally with staff and external contacts to the organization
- Ability to interface well with all departments within the firm and client's organization
- Represent the firm in a highly professional manner
- Proven ability to manage multiple diverse tasks at one time

#### **Job Requirements**

- Minimum of five years accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports
- Ability to perform several tasks concurrently with ease and professionalism
- Knowledge of computerized accounting
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns
- Ability to communicate clearly and concisely, verbally and in writing, in English
- Must be able to keep client matters strictly confidential
- Must have excellent interpersonal skills and customer service skills
- Experience in QuickBooks and EXCEL is required, QuickBooks ProAdvisor preferred
- Knowledge in Creative Solutions software a plus

For immediate consideration, please email your resume and salary requirement to [sgilliam@sponselcpagroup.com](mailto:sgilliam@sponselcpagroup.com). No agencies or phone calls please. Only those candidates whose experience best meets our requirements will be contacted.