

WE'RE HIRING

OUTSOURCED ACCOUNTING MANAGER

Part-Time and Full-Time Opportunities Available

The Outsourced Accounting Manager is a leader and strategic thinker who motivates employees and leads by example. The appropriate candidate will be responsible for confidential and time-sensitive material and must adhere to strict confidentiality of sensitive client and employee information. The appropriate candidate is expected to adhere to firm policies, exhibit a positive working relationship, and demonstrate a *Firm First* focus.

Responsibilities

- Provide strategic direction to Outsourced Accounting team
- Establish and support best-in-class accounting practices, procedures, and controls for the Outsourced Accounting team
- Manage and develop accounting staff
- Manage client workflow and ensure deadlines are being met
- Identify potential accounting and tax issues for Partner and Client discussions
- Ensure accurate and timely financial reporting for the firm's clients
- Supervise financial data prepared by bookkeepers and staff accountants
- Month-end close – including review and preparation of monthly account reconciliations and adjusting journal entries
- Preparation and oversight of monthly, quarterly, and annual financial reports and dashboards for the firm's clients
- Ability to assist clients with the development and implementation of accounting systems and recordkeeping
- Recommend improvements for internal controls and client operations
- Collaborate with clients and other staff to develop, maintain, and analyze budgets as required
- Provide bookkeeping services as needed
- Special projects

Requirements

- BS Degree in Accounting or Finance
- CPA or working towards CPA
- Public accounting & tax experience preferred
- Minimum of 7+ years as a senior accountant, small business controller, or related accounting experience
- Experience managing clients and staff
- Proficient in QuickBooks, online and desktop
- Proficient in Excel, Outlook, and Word
- Experience with ERP system such as Great Plains or MAS90 desired
- Strong planning, project management, and organizational skills with attention to detail
- Ability to adjust to new, different, or changing requirements while conveying a sense of urgency

**EMAIL YOUR
RESUME TO**

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RESUME

PHOTO

**Please include your
work experience and
salary requirements.**

