

# WE'RE HIRING



## SENIOR ACCOUNTANT

### Part-Time and Full-Time Opportunities Available

The Senior Accountant is a leader and strategic thinker who motivates employees and leads by example. The appropriate candidate will assist the Accounting Manager in providing accurate and complete financial reports for the firm's clients. They 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

- Develop and maintain a chart of accounts to record financial transactions
- Maintain vendor records and obtain tax information (W-9)
- Maintain client's customer records
- Correctly record cash receipts and vendor payments
- Ensure transactions are correctly recorded in the general ledger
- Reconcile bank statements and prepare monthly account reconciliations
- Process payroll timely and accurately
- Maintain an orderly accounting filing system
- Prepare annual budgets for clients as requested
- Prepare financial reports, analyze data, and summarize information
- Knowledge of local, state, and federal payroll and business tax requirements
- Assist Accounting Manager with supervision & oversight of financial data prepared by bookkeepers & staff accountants
- 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
- Special projects

### Requirements

- BS Degree in Accounting or Finance
- Minimum of 2+ years as a staff accountant or related accounting experience
- Proficient in QuickBooks, online, and desktop
- Proficient in Excel, Outlook, and Word
- Experience with ERP systems such as Great Plains or MAS90 desired
- Strong planning, project management, and organizational skills with an 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.



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