

## **Accountant (Part-Time)**

**Your Accounting Department LLC**, a professional services firm that delivers bookkeeping, payroll and accounting service solutions is looking for a self-motivated, detail oriented, and problem solving Part-time Accountant that can work with small to mid-sized companies and perform a wide range of accounting duties. The ideal candidate is able to transition from one company to the next fluidly and has the ability to provide excellent, professional customer service. The position will be up to 40 hours monthly to start and expected to increase over time, either remotely or at the client's location.

The goal at Your Accounting Department LLC is to provide peace of mind to our clients with our services. To learn more, go to <http://your-accounting-dept.com>.

### **The Key Responsibilities of the Accountant Includes:**

- Work directly with clients either remotely or on-site utilizing their accounting software.
- Develop and utilize processes to keep banking, customer, vendor, product and service items accurate and up to date.
- Develop and utilize processes to record various types of transactions that will accurately represent the financial status of the company utilizing Generally Accepted Accounting Principles (GAAP) and/or Cash Basis Accounting.
- Develop and utilize processes to review and verify the accuracy of the bookkeeping process including bank reconciliations, account reconciliations and various schedules.
- Process accurate and timely monthly and government reporting as assigned.
- Clean up clients records.
- Participate in on-site and phone call client meetings as needed.
- Follow all state and federal tax codes.
- Other duties as assigned.

### **What the successful candidate will have:**

- Three to five (3-5) years bookkeeping experience with QuickBooks ProAdvisor Certification in QuickBooks desktop and QuickBooks Online.
- 4-year college degree in Accounting.
- Proficient with Microsoft Office applications including Word, Excel, and Outlook.
- Superior problem solving and analytical skills.
- Excellent time management and prioritization skills.
- Proactive approach that is looking for ways to maintain and improve processes and help people.
- Detail oriented and self-motivated, able to work with limited supervision and to work closely with a team.
- Exceptional customer service skills and the ability to work with all levels of an organization as well as customers and vendors while fostering positive relationships.
- Excellent verbal and written communication skills including being self-aware and possessing good listening skills.
- Must have a modern computer with virus protection, working printer and high-speed internet service.
- Possess and maintain current Driver's License and retain auto insurance as law requires with the ability to drive personal transportation to client appointments.

Your Accounting Department LLC, offers a competitive compensation and flexible work schedule as long as the client's needs are met. Our goal is to offer extraordinary service and value with integrity, honesty and transparency. If this sound like the right opportunity for you, submit your cover letter, resume and salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).