

STAFF ACCOUNTANT

Are you tired of feeling guilty about missing your child's school play or baseball game, because you're working a ton of hours at an inflexible regional or national CPA firm? Are you looking to make a huge, positive difference at a rapidly growing, family and team-oriented boutique accounting firm, without losing your "big" CPA firm edge? Do you feel excited about the opportunity of working closely with savvy business owners who are looking for real-time, quality accounting solutions? If you have answered YES to all of these questions, then we can't wait to meet you! This is an ideal opportunity for an out-of-the-box thinking accountant who is eager to learn and grow with the winner of the Top 300 Small Businesses of South Florida two years in a row!

As one of our experienced accountants, you will work as a part of a team that handles the financial management of corporate and small business clients. You will perform general bookkeeping and accounting, as well as administrative functions related to your assigned account(s). Delivering error-proof work with a positive and professional attitude is mission critical.

DUTIES & RESPONSIBILITIES:

- Maintaining, verifying and posting transactions into accounting software.
- Reconciling bank and credit card accounts.
- Handling the reconciliation of accounts payable and accounts receivable.
- Contacting clients regarding Accounting matters via email, telephone or in person.
- Assisting in the closing of various company books daily, weekly, monthly and/or quarterly.
- Preparing monthly and/or quarterly sales tax returns.
- Process weekly, biweekly and monthly payroll via our payroll partner.
- Analyzing monthly, quarterly and year-end financial reports.
- Taking ownership of assigned client work and delegating tasks, not responsibility, as needed.

REQUIREMENTS OF THE IDEAL CANDIDATE INCLUDE:

- Disciplined, serious approach to work with a strong sense of duty.
- Possess high standards of quality and accuracy.
- A highly organized professional who is able to multi-task and pay very close attention to details.
- Our clients are leading corporations and local businesses owners whose needs are demanding. They entrust us to be proactive and highly responsive to their needs.
- Able to work quickly and efficiently, while providing excellent customer service and team support.

For consideration, send your resume and cover letter to: hr@brigadebookkeeping.com.