

Senior Accountant with Entrepreneurial Mindset

This is a unique and exciting position working with startups that need accounting and back-office workflows developed from the ground up. We are searching for a Senior Accountant who is a strategic thinker, technology guru, Quickbooks expert, and customer experience fanatic.

We are currently looking for someone who is interested in working either part-time or full-time. We offer a flexible remote work environment, and a collaborative team approach focused on continuous learning and improvement.

To qualify for this role, you must be fluent in Quickbooks Online, have experience with BILL.com, have experience with month-end close, have fanatical attention to detail, and have a demonstrated commitment to providing an exceptional client experience.

You will be working under a Client Lead and alongside junior members of our client accounting services team to provide top-notch accounting services to the startup clients we serve.

Job Duties:

Transaction Management and Bank Reconciliations:

- Manage and oversee the synchronization of transactional data into QuickBooks Online, ensuring accurate coding and matching to appropriate GL accounts, vendors, customers, and classes.
- Conduct monthly bank and credit card reconciliations to maintain financial accuracy.

Accounts Payable:

- Accurately code and sync Accounts Payable entries into QuickBooks Online.

- Coordinate AP processing, ensuring timely approval and payment of bills.
- Handle W9 collection and annual 1099 filings.
- Monitor cash flow to facilitate timely AP processing.

Accounts Receivable:

- Assist in generating customer invoices and monitor invoicing schedules based on contract terms.
- Track receivables, manage due dates, and follow up on outstanding payments.
- Ensure proper allocation of payments to corresponding customers and invoices.

Financial Close:

- Support Client Leads in monthly, quarterly, and annual close processes.
- Prepare balance sheet reconciliations, adjusting journal entries, and maintain supporting workpapers.
- Prepare Financial Statements, performance vs. budget, variance analysis, and trend analysis for review by Client Lead.

Inventory:

- Code inventory purchases accurately in the financial system.
- Manage inventory creation and receipts against purchase orders.
- Reconcile physical inventory counts with the financial system.

Payroll & Benefits:

- Process accurate and timely payroll using third-party software.
- Monitor tax filings to ensure compliance.
- Maintain payroll schedules (regular, bonus, and other supplemental) including wage rates, deductions, deferrals, and garnishments.
- Administer employee onboarding, termination, and employment account registrations.
- Timely management of employment account registrations by state.

- Enroll new states and manage TPA assignments in the payroll system, as necessary.
- Assist with benefit renewals, serving as a liaison between the client and their broker. Ensure benefit renewals are updated in a timely manner and all related payroll records are configured to match the current benefit plan.
- Assist with compliance-related payroll reporting such as worker's compensation audits, 401K audits, and EEO audits.

Sales Tax Administration:

- Handle new state sales tax registrations.
- Manage and submit monthly, quarterly, and annual sales tax filings.
- Support monitoring and tracking of sales tax nexus triggers.

Processes and Workflow:

- Identify and implement workflow efficiency enhancements.
- Collaborate with the team to introduce automation and process improvements.
- Maintain awareness of technology tools and integrations.

Special Projects:

- Undertake additional special projects as needed to support the accounting function.

Key Skills and Experience Required:

- Bachelor's degree in Accounting or Finance
- Minimum of 5 years of experience in accounting or finance roles.
- Proficient in QuickBooks Online and other accounting software.
- Strong understanding of GAAP and financial reporting.
- Ability to understand and analyze financial data and prepare accurate reports.

- Excellent attention to detail and organizational skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience in process improvement and workflow efficiency.
- Knowledge of payroll procedures, benefits administration, and sales tax regulations.
- Experience working with startups in various industries, demonstrating agility in adapting to the dynamic startup environment.
- Strong problem-solving skills, with the ability to identify core issues, analyze implications, test potential solutions, and provide recommendations.
- Proficiency in self-teaching technology tools, including researching solutions, understanding requirements, navigating training resources, and conducting fit-testing in real-world scenarios.
- Passion for continuous learning and teaching, with a focus on systematically training both internal team members and client representatives on custom workflows and technology tools.
- Commitment to providing exceptional customer service by treating clients' businesses as your own, seeking to add value, enhance efficiency, improve communication, and support decision-making.
- Mastery of QuickBooks Online and integrated technology, including experience with integrations like Bill.com, Avalara, Expensify, Brex, and Gusto.

Adhere to Resolve Works Values:

- High Bar of Excellence
- Connects the Dots
- Culture of Caring
- Do What You Say
- Seeking the Better Way
- Authentic & Honest

Employee Benefits Summary

- PTO: for full time and part time employees
- Paid Holidays for employee's: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas Day plus paid winter break from Dec 26 – Dec 31. Eligibility for all full-time and part-time employees
- Flex Time Perk: We support your need for work/life balance. Schedule your appointments and personal events with ease! Take 2-4 hours off without using any PTO.
- Safe Harbor 401K Plan
- Tax-free reimbursements for individual health insurance premiums and medical expenses through QSEHRA Plan. Eligibility: employees working more than 35 hours per week, after a 30-day waiting period.

Perks and Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Work from home
- Bonus opportunities
- PTO and Paid Holidays

Schedule:

- Choose your own hours
- Monday to Friday

Work Location: Remote