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| Job Title: Business Management Accountant | Start Date: ASAP |
| Department: Business Management | Deadline to submit resume: 12/02/16 |
| Status: Full Time | Contact: Anne McCormick |

Position Overview

Join our Business Management team to provide high-level accounting services to our business clients including but not exclusive to QuickBooks consulting. Exercise independent judgment to plan, prioritize and organize a diversified workload. Carry out routine and non-routine tasks with occasional review of work with others. On the job training will be provided in some areas.

Essential Job Functions

* Outsourced Accounting
  + QuickBooks consulting including QuickBooks Online
  + Creative Solutions Accounting (CSA software) experience
  + Compiling financial statements
  + Payroll tax reporting including W-2 and 1099 preparation
  + Sales and use tax reporting
  + Journal entry preparation and posting
  + Interaction with business owners
  + High level analysis and business planning
  + Business month end procedures

Requirements

* Bachelor’s degree in Accounting or related field
* 3-5 years’ experience in Accounting
* Excellent computer skills and proficiency in QuickBooks Desktop and Online versions
* Strong interpersonal and customer service skills
* Solid aptitude for accuracy, thoroughness in completing tasks, and attention to detail
* An understanding of small business accounting
* Able to handle multiple projects simultaneously

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the firm.

Send resume to: [hr@whitlockco.com](mailto:hr@whitlockco.com) by 12/02/16