



Accounting Manager Position (remote)

Posted: February 9, 2019

Please note: if you already applied for the Accounting Manager position in November or December 2018, we will be considering those applications; you do not need to apply again.

The Accountkeepers is looking for an experienced Accounting Manager who is interested in working at a different kind of company. You've read our Workplace Values below, so you know what we mean by that. We are a remote company, so this is a work-from-home position. We are looking for someone who takes pride in serving their clients, is an excellent communicator, loves accounting, treats their direct reports well, embraces accounting technology, works well in a fast-paced and changing environment, and wants a lot of flexibility in their work life.

The Accounting Manager (AM) has an extremely important role at The Accountkeepers (TAK). The AM works with a team of 2-3 Accounting Associates ("AAs") to serve multiple clients. They are the senior contact for clients, meeting with them monthly (via video conference) to review their financial statements. The AM manages all aspects of the client relationship. Our AM and AA teams use a lot of technology on a daily basis, so anyone in this role should embrace – and enjoy! – accounting technology. We also keep the technology tools we use consistent, allowing our staff to build efficiencies and expertise.

We are a fast-growing, new company. While at heart the AM team's role is to serve the clients on an ongoing basis, TAK processes and procedures change frequently as we learn what does, and does not, work for our clients and our colleagues.

The successful candidate would have 10+ years of progressive accounting experience at a variety of different companies, starting with full-charge bookkeeping, and progressing to a Controller or Finance Director role, with at least three years' experience working in a multiple client environment. Strong customer service skills, an ability to multi-task, and excellent organizational skills are also imperative. We are also a company that values our people and treats them well. The successful AM will exhibit these values.

Accounting Manager (AM) responsibilities and expectations:

- Manage a team of multiple Accounting Associates and be the senior contact for all clients served by your team. This includes acting professionally and courteously with clients at all times.
- Being the senior contact for our clients means you must be able to manage relationships and meet expectations. You should know your clients well and understand their unique needs.
- You are a humane, kind, and responsible manager. Our people are what makes our company great, you need to understand and share that motto.
- You and your team will be responsible for all recurring client accounting work including:
 - All client accounting, including all reconciliations, all adjusting entries, and monthly close



- Completing clean up accounting work to bring new clients' files up to date and/ or correct any errors
- AR accounting, including invoicing and overdue collections
- Paying client's bills using Bill.com
- Running payroll
- Creating Accounting Checklists and Accounting Manuals for all your clients, and updating those documents as the clients change
- Generating, distributing and e-filing 1099s annually
- Supporting clients' Workers Compensation audits
- Communicating with clients at least bi-weekly on outstanding accounting questions
- Meeting with clients monthly (via video conference) to review their financial statements
- Ensure all client work performed by your team is completed and accurate.
- Be very familiar with each client's unique engagement and manage the scope of work.
- Embrace our policy of using video calls to communicate with clients at all times.
- Be comfortable liaising with our clients' CPAs when needed.
- You should genuinely enjoy helping clients and meeting their needs.
- Managing multiple clients means you are highly organized, and don't need anyone to remind you of what needs to be done for your client work.
- Using checklists and manuals daily to ensure everything gets done in a timely manner and nothing gets dropped.
- Check in with clients periodically to maintain the relationship.

The ideal candidate has:

- At least 10 years of progressive accounting experience including at least 3 years as a full charge bookkeeper or staff accountant, **and** at least 3 years as a Controller or Finance Director
- At least 3 years of experience in a client-facing role in a multiple-client environment required
- Bachelor's Degree in Accounting required
- Experience running payroll and preparing 1099s
- Experience with QuickBooks products (Online, Desktop, Enterprise)
- Experience with Expensify, Bill.com, Concur, and/ or other similar tools
- Experience managing accounting staff
- Strong familiarity with GAAP required
- Comfortable with, and like using, new technologies
- Experience working remotely, self-starter work ethic
- You will have multiple clients, so you have to be organized
- You don't shy away from a challenge, and like fast-paced work environments
- Must be a strong team player with a sense of humor
- Please note, we can only consider candidates who are already authorized to work in the United States



Perks of working at The Accountkeepers:

- Work from home
- Unlimited paid time off, with the understanding that you are responsible for ensuring your work is covered while you are away
- Salaried position, competitive pay
- Medical, dental and vision for you and your dependents (75% contribution from TAK)
- FSA and HSA offered
- Contribute 5% of your salary to a 401k, no match required
- Life insurance
- Short-term and long-term disability insurance
- Flexible schedules available
- Training opportunities
- Paid parental leave

Our Hiring Process

Thank you for your interest in our Accounting Manager position! We thought you would appreciate a summary of the hiring process, so you know what to expect. We know how much time and effort goes into applying to job postings, and we appreciate your time. Please note we receive hundreds of applications when we post a job, and so are unable to inform candidates if they have not moved on to the next step.

We also ask that you please read our Workplace Values below to make sure we're a good match before submitting an application.

- All applications are due Thursday, February 28, at 11:59pm EST (applications will be reviewed as they are received).
- Select candidates will be asked to answer several questions in a short writing sample.
- Select candidates will be invited to a 120-minute video interview.
- Final video 60-minute video interview.
- If selected for this position, we will request two references from past employers and we will conduct a background & credit check.

Please send an email with the subject line "**Accounting Manager Application**" with your resume (2 pages maximum), a cover letter (1 page maximum) which includes your minimum salary requirement and how you learned about the position to hr@theaccountkeepers.com. Please **include your full name** in the filename of your resume and cover letter.



THE ACCOUNTKEEPERS WORKPLACE VALUES

This is not your ordinary work environment. We are building a community of awesome accounting professionals whose company will work *for* them, not just the other way around. The culture of this company is one of generosity. It is a culture of we and not I.

First, our [Company Values](#), which can be found on our website, are also Workplace Values.

And, a few other Values specific to TAK's Workplace include:

Flexibility.

TAK is a 100% remote workplace. We believe in flexible schedules, we don't track vacation days, and we don't mind people working a non-traditional schedule. If it works for your clients and your team, it works for TAK. We hire competent professionals who know how to manage the many demands on their time, and we trust them to do it successfully.

Team-based Independence.

We designed The Accountkeepers' workplace so that it feels like you're working for yourself, but without any of the downsides like unreliable pay and insecurity. With us, you get flexibility, a reliable paycheck and amazing benefits. But you also get a team. TAK team members support each other constantly, working independently to achieve common goals.

Communication.

As a remote work environment, effective and timely communication is vital. Communication with our clients and communication with our colleagues. We treasure open, honest, and vulnerable conversations. Without successful communication channels, we cannot achieve our goals for our clients or our company.

Being organized.

Working remotely for multiple clients means you have many demands on your time, from many different angles, so you need to be incredibly well organized.

Capacity.

You should always have capacity to help a colleague who's out on parental leave, research a new technology that could help our clients or help us, or step in for someone on vacation. We should never be at full capacity with our regular day to day work. If you are, speak up!

Balance.

We believe in work life balance, however you define it. We believe in being fully present when you're "on" and disconnected when you're "off". We don't believe in burning the candle from both ends.