

### **Client Accounting Services-Senior Accountant-Job Posting**

Kollath, CPA is seeking an experienced and detail-oriented Senior Accountant to join our Client Accounting Services team. You will act as the outsourced accountant for multiple clients and be responsible for leading engagements by maintaining accurate financial statements, meeting client reporting deadlines and acting as a business advisor and consultant to your clients.

Kollath CPA was launched in 2007 to provide tax and accounting services to individuals and small- to mid-sized companies. We are a Public CPA firm with 30+ professionals we offer challenging and rewarding work without the big firm culture and pressures. We have locations in Madison, Brookfield, and Sauk City.

#### **Duties and Responsibilities for the position include:**

- Execute full cycle accounting procedures.
  - Accounts payable management.
  - Accounts receivable management.
  - Processing bank and credit card activity.
  - Record payroll activity.
  - Post months end close journal entries.
- Prepare balance sheet account reconciliations.
- Complete cost allocations.
- Assist and prepare for external client audits.
- Prepare and advise clients through the budget process.
- Prepare financial statements such as balance sheets, income statements and cash flow statements.
- Prepare grant and regulatory reporting requirements.
- Implement best practice policy and procedures.
- Consult on internal control improvements.
- Evaluate revenue and expenditure trends and variances and consult with clients.

#### **Qualifications and Skills needed are:**

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of three years of relevant accounting experience required.
- Non-Profit accounting experience a plus, but not required.
- CPA designation and public accounting experience preferred, but not required.
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Strong mathematical, analytical, and problem-solving skills.
- Excellent verbal and written communication skills.

- Proficient with computer software applications is a must. Specifically, Microsoft Office Suite, QuickBooks and other automated accounting information systems required.
- Must have a valid driver's license, current vehicle insurance and ability to drive to client sites.

**Key Performance Indicators include:**

- On-time delivery of client financial reporting packages.
- Low error rates and overall quality of work output.
- Motivating and effective management skills.
- Integration into the team.
- Meeting assignment objectives (timeframes, budgets, outcomes).
- Ability to work independently with multi-tasking demands.
- Client satisfaction.
- Participation in firm-wide initiatives.
- Learning and demonstrations of evolving accounting and technology skills.

**What We Offer:**

Kollath & Associates, CPA is a small growing firm that provides a relaxed atmosphere and culture. We offer a competitive compensation and benefits package, flexible paid time off and paid time off to volunteer in the community.

Like what you see? Then apply today!