

Client Accounting Services-Staff Accountant Job Posting

Kollath & Associates, CPA is excited to announce that we are hiring a talented, enthusiastic, self-motivated individual who is comfortable working with a team to meet client needs and deliverables as a Staff Accountant on our Client Accounting Services team. As 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.

Job Duties and Responsibilities:

- 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.
- Assist with other accounting-related duties.

Work Hours and Benefits:

This position will require working full-time in the office during regular business hours. Month, quarter, and year-end may require some additional hours.

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.

Qualifications:

- Associate degree in accounting; bachelor's degree or higher preferred.
- CPA licensure strongly preferred, but not required.
- Experience is helpful, but willing to train a newer graduate.

Skills and Abilities:

- Strong math, organizational and problem-solving skills.
- Ability to work independently and prioritize tasks.
- Work well under pressure and in a fast-paced environment.
- High degree of attention to detail and multi-tasking.
- Proficient with computer software applications is a must. Specifically, Microsoft Office Suite, QuickBooks and other automated accounting information systems required.
- Ability to handle, work with, and maintain confidential and sensitive information.
- Excellent verbal and written communication skills.

Contact us today if you want to join our team!