

**Accountant
(Outsourced Services)**

JOB TYPE: Full-Time/Part-Time

JOB LOCATION: Utah (virtual work from home office and visit client locations)

CATEGORY: Finance and Accounting

JOB SUMMARY:

Preferred CFO is an outsourced/fractional CFO firm providing premium finance and accounting assistance to growing and emerging companies. We are seeking an experienced accountant to assist with and manage the day-to-day accounting responsibilities for a select group of our existing clients. This position delivers part-time/outsourced accounting services to a variety of companies simultaneously. Being a key team member for several different clients provides the accountant with broad exposure to different businesses, management styles, and best practices. As a trusted team member, the accountant is expected to accurately manage and process the tactical accounting entries and reconciliations on a timely basis.

ESSENTIAL FUNCTIONS:

- General journal entries - record general journal entries as required (i.e. fixed asset depreciation, accrued interest, prepaid amortization, etc.)
- Accounts payable - accurately create vendor bills and record payments on a timely basis (i.e. daily)
- Accounts receivable - create invoices and apply payments on a timely basis (i.e. daily)
- Payroll - work with third-party payroll providers to record payroll transactions
- Cash - record all activity in client bank accounts in the accounting system on a timely basis (i.e. daily)
- Reconcile all bank accounts as part of the monthly close process on a timely basis (i.e. no more than five days after month end)
- Sales and use tax - calculate quarterly payments and file with state agencies
- Property tax - calculate annual payments and file with state agencies
- Vendor 1099 - prepare and send annual 1099 vendor statements
- Provide A/R Aging reports to clients on a weekly basis
- Provide A/P Aging reports to clients on a weekly basis
- Assist controller as required with month-end account reconciliations
- Maintain general ledger and chart of accounts
- Assist the controller with the month-end close workbook for each client on a timely basis (i.e. no later than the 10th day after month end)
- Assist the controller with all balance sheet and income statement account reconciliations as part of the monthly close process
- Develop strong working relationships with clients and other stakeholders
- Report risk issues and potential opportunities to the assigned CFO
- Suggest and implement operational best practices within the finance and accounting department
- Employ good, sound judgment and become a trusted advisor within the company
- Develop and manage financial controls in accordance with the company's procedures
- Generate qualified leads for future engagements by networking with other professional trusted advisors

QUALIFICATIONS:

- Strong working knowledge of GAAP
- QuickBooks Certified (within 90 days of hire)
- Intermediate Microsoft Excel skills required
- Bill.com and Expensify experience a plus
- Strong and verifiable technical accounting skills
- Ability to plan, organize, and deliver the tactical accounting function for multiple client companies at any given time
- Ability to analyze existing operations and recommend and implement both revised and new policies, procedures, and systems
- Willingness and ability to travel to local client locations
- Impeccable communication and interpersonal skills