



Count On UsSM Controller Services

Senior Accountant, Accounting Manager, or Controller

Title: Actual title will depend on experience of the individual hired.

Job Responsibilities: Perform/Prepare for Multiple Assigned Clients:

- Monthly, quarterly and annual workflows management
- Accounting tasks and reconciliations
- Grants accounting and reporting
- Fixed assets and construction accounting
- Analytical reviews of financial results
- Accounting processes recommendations
- Financial reports for management
- Financial statements for Boards of Directors
- Annual budgeting and mid-year projections
- Annual Form 990 Tax Return drafting for Tax CPA review and filing
- Annual audit coordination

Required Experience and Skills

- Three years accounting and/or auditing experience
- Two years non-profit or governmental accounting and grants experience
- Two years of comprehensive QuickBooks experience
- Advanced Excel software skills
- Excellent analytical and problem-solving skills
- Excellent communication skills
- Ability to manage multiple deadlines and priorities

Preferred Experience, Education and Skills

- Five years accounting and/or auditing experience
- Five years non-profit or governmental accounting and grants experience
- Professional service firm experience
- Supervisory and/or project management experience
- Bachelor's degree in accounting, finance or business
- Experience developing detailed budgets
- QuickBooks Online experience
- Aptitude for technology implementation
- Research skills

Continued

Work Requirements:

- Work from home office 80% of time; work at client in downtown Greenville one day per week
- Flexible schedule; 30-40 regular hours per week schedule is acceptable – employee choice

Compensation and Benefits:

- Exempt Position; compensation equal to \$35 to \$45 an hour, depending on experience
- Paid-Time-Off (15 days per year for 30 hour position; 20 days per year for 40 hour position)
- Technology Allowance Stipend (\$100 per month)
- Health Benefits Stipend (if employee is not covered by another group plan)
- Agreements: Telecommuting, Confidentiality and Non-Solicitation of our Clients or Employees

Company and Contact Information:

We are a highly regarded, woman-owned company providing outstanding accounting and financial management services, primarily to non-profit organizations and small governmental entities. Learn more about us at [www.Count On Us Controller Services.com](http://www.CountOnUsControllerServices.com).

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