



Job Description

Senior Accountant (Part-Time, Remote)

About Count On Us Controller Services

Count On Us Controller Services provides customized outsourced accounting, controller, and financial management services to nonprofit organizations, government agencies, and service-based businesses. Our team serves as a trusted financial partner to clients by delivering accurate accounting, insightful reporting, budgeting support, grant management, and strategic financial guidance.

We are seeking an experienced Senior Accountant who enjoys working independently, managing multiple client relationships, and helping organizations strengthen their financial operations.

Position Summary

The Senior Accountant will manage a portfolio of client accounts and perform a wide range of accounting, financial reporting, payroll, budgeting, and compliance functions. This position is ideal for an experienced accounting professional who enjoys variety, values flexibility, and thrives in a remote work environment.

Schedule and Work Environment

- Part-Time Remote Position
- Flexible scheduling with the ability to set your own work hours with the expectation to effectively manage workload around established client deadlines and reporting cycles
- Ability to respond to client inquiries and priorities within agreed-upon service expectations
- Opportunity to work with a diverse portfolio of nonprofit, government, and business clients
- Collaborative and supportive team environment
- Meaningful work that helps organizations achieve their mission
- Benefits include accrued PTO and technology stipended
- **Hourly Range:** \$30–\$40/hour
- **Expected Hours:** 20-25 hours per week



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Essential Responsibilities

Client Accounting & Financial Management

- Manage monthly, quarterly, and annual accounting workflows for assigned clients
- Maintain organized accounting records and documentation
- Process vendor bills, deposits, credit card transactions, construction pay applications, and invoices
- Monitor accounts receivable aging and assist with collections management
- Perform bank, credit card, and balance sheet reconciliations
- Prepare journal entries and month-end close activities
- Analyze financial data and account activity for accuracy and completeness

Financial Reporting & Planning

- Prepare monthly management reports and financial statements
- Prepare board-level financial reports and supporting schedules
- Assist clients with annual budgets and periodic financial forecasts
- Conduct analytical reviews of financial results and key performance indicators
- Recommend process improvements and accounting system enhancements

Payroll & Compliance

- Process payroll and related payroll tax reporting
- Administer payroll-related benefits accounting
- Coordinate workers' compensation renewals, payroll reporting, and audits
- Manage annual 1099 reporting requirements
- Assist with property tax reporting, payments, and compliance requirements

Nonprofit & Specialized Accounting

- Track and report grants and restricted funding activity
- Maintain lease accounting schedules and reporting
- Manage fixed asset records, depreciation schedules, and construction accounting
- Assist with Form 990 preparation for CPA review and filing
- Coordinate annual audits and serve as liaison with external auditors



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Team Support

- Provide backup support for team members as needed
- Participate in special projects and client initiatives
- Perform other duties as assigned

Qualifications

Required

- Bachelor's or Associates degree in Accounting, Finance, or related field
- 5+ years of progressive accounting experience
- Strong understanding of GAAP and financial reporting principles
- Experience performing month-end and year-end close processes
- Proficiency in QuickBooks Online and Microsoft Excel
- Experience preparing financial statements and management reports
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple clients and competing deadlines in a remote environment

Preferred

- Experience working with nonprofit organizations
- Experience with grant accounting and fund accounting
- Experience preparing or supporting Form 990 filings
- Experience with budgeting and forecasting
- Experience with payroll processing and payroll tax compliance