

Accounting Services (Bookkeeper) Job Description

Team Objective

WCG defines Accounting Services as Bookkeeping + Analysis, and is an incredible value to the client from accurate financial and tax reporting to real-time tax planning and decision-making.

An Accounting Services team member works with 25-30 clients and primarily prepares monthly, bi-monthly or ad hoc financial statements using QuickBooks Online. In addition, Accounting Services prepares and files sales and use tax including personal property tax. Accounting Services does not prepare manual payroll tax filings or reports, but might occasionally process payroll with ADP. Other duties are detailed below.

All clients who engage WCG for accounting services must provide electronic bank access, and we are strict on the type of accounting services we perform.

Basics

- ▲ Must have prior accounting, bookkeeping and / or tax experience in a public accounting firm. The pace and volume of a public accounting firm is like no other.
- ▲ Must be proficient with QuickBooks Online. Must have or be willing to obtain ProAdvisor Certification (WCG will reimburse).
- ▲ Must be proficient with a paperless environment and workflow management concepts.
- ▲ \$54,000 to \$70,000 total compensation. Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses are subjectively determined and based on qualitative intangibles.

Locations

- ▲ 2393 Flying Horse Club Drive, Colorado Springs, CO 80921
- ▲ 9777 Pyramid Court Suite 240, Englewood, CO 80112
- ▲ Remote location as a new-hire is generally not available for this position.

Accounting Services Job Duties

You will be working directly with the Accounting Services team including Supervisors and Manager. Your duties include-

- ▲ Answering client phone calls and emails,
- ▲ Filing and organizing electronic documents,
- ▲ Connecting with clients to gather essential information,
- ▲ Preparing accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards,
- ▲ Conducting monthly, bi-monthly and ad hoc account reconciliations to ensure accurate reporting, ledger maintenance, and balance sheet accounts,
- ▲ Rebuilding prior period account reconciliations, and correcting prior deficiencies,
- ▲ Analyzing financial statements for discrepancies and other issues,
- ▲ Processing client payrolls through ADP (very limited, as secondary or backup to the payroll team)
- ▲ Preparing personal property tax returns, sales tax returns, and use tax returns,
- ▲ Supporting the wonderful tax team,
- ▲ Providing feedback, concerns and recommendations to WCG leadership to continuously evolve Accounting Services into a better service line,
- ▲ Helping to keep the workflow moving,
- ▲ Doing other tasks related to accounting, taxes and consultation.

Other Requirements

All salaried positions must work 2,000 hours annually / 12-month trailing period. See attached projected hour table by week as an example. Holidays and other office closures count towards the 2,000 hours (e.g., Thanksgiving would contribute 8 hours towards the 2,000-hour requirement). PTO and other employee-requested leaves do not count towards the 2,000-hour requirement. Please refer to the WCG Employee Handbook for additional information.

Career Path

The career path for Accounting Services includes Supervisor, Manager and Director.

Accounting Services team members can easily transition to tax preparation or payroll processing. Many people simply enjoy preparing financial statements while others want to explore other options. WCG does not limit any employee who wants to grow and develop, and eventually find their career path.

How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

wcginc.com/jobs