

# Accounting Services Supervisor Job Description

## Team Objective

WCG Inc. is a mid-size tax and accounting firm with 7 partners, about 42 employees and \$7.2M in revenue located in Colorado Springs, Colorado and Mitchell, South Dakota. We primarily engage with small business owners (S Corps, Partnerships, PCs) and complex individual tax preparation. We take a consultative approach to our client engagements by offering routine consultation and a strong focus on planning and business advisory services.

Charge hours? Not us. Tracking time to the 6-minute increment? No way. While WCG has hourly rates for open-ended projects and other craziness, the Accounting Services team operates with a value pricing approach offering fixed fee ranges for our services including tax return preparation.

Our approach to tax and accounting engagements is very unique. We were one of the first CPA firms to offer Business Advisory Service plans with a fixed value-based fee structure including our newly added Tax Patrol services.

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.

The Accounting Services Team currently has 7 people, including a small group in India. An Accounting Services team member works with 25-30 clients and primarily prepares monthly, bi-monthly, or ad hoc financial statements using QuickBooks Online (exclusively). 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.

## Basics

- ▲ Must have at least 3 years of prior accounting, bookkeeping and / or tax experience in a public accounting firm working with multiple businesses of varying complexity.
- ▲ Must be considered an expert with QuickBooks Online. Must have or be willing to obtain and maintain QBO ProAdvisor Certification (WCG will reimburse, if necessary).
- ▲ Must be proficient with a paperless environment and workflow management concepts.
- ▲ \$80,000 to \$90,000 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
- ▲ 300 North Main Street, Mitchell, SD 57301
- ▲ Remote location as a new hire is available.

## Accounting Services Supervisor Duties

You will be working directly with the Accounting Services team including Accounting Services Managers and Supervisors, and other WCG Managers. Your duties include-

- ▲ Guiding WCG along the path of success,
- ▲ Promoting WCG culture, and encouraging excellence and high team morale,
- ▲ Providing feedback, concerns and recommendations to WCG leadership to continuously evolve Accounting Services into a better service line,
- ▲ Monitoring and assisting the Accounting Services onboarding process for all new clients and ensuring a positive client experience,
- ▲ Supervise certain Accounting Services team processes which includes account reconciliations, financial statement preparation and delivery, sales / use and personal property tax filings, and other closely related functions,
- ▲ Reviewing and preparing accounting records (varying mix of review and preparation depending on workloads and skillsets), including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards,
- ▲ Preparing personal property tax returns, sales tax returns, and use tax returns,
- ▲ Analyzing financial statements for discrepancies and other issues,
- ▲ Processing client payrolls through ADP (very limited, as secondary or backup to the payroll team)
- ▲ Coordinating with our wonderful tax team,
- ▲ Helping to keep the workflow moving, and
- ▲ 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](http://wcginc.com/jobs)**

You can also use the link below to apply directly:

**<https://wcginc.formstack.com/forms/career>**