

Staff Accountant Bookkeeper Job Description

A Staff Accountant Bookkeeper works with 25-30 clients and prepares monthly financial statements using QuickBooks Online (primarily) and Accounting CS. Other duties are detailed below.

Basics

- ▲ Must have prior accounting, bookkeeping and / or tax experience in a public accounting firm.
- ▲ Must be proficient with QuickBooks Online. Must have or be willing to obtain ProAdvisor Certification (WCG will reimburse).
- ▲ \$46,000 to \$56,000 total compensation. Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses are subjectively determined and based on qualitative intangibles.

Job Duties

You will be working directly with other Staff Accountants and client support employees. 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 and quarterly account reconciliations to ensure accurate reporting, ledger maintenance, and balance sheet accounts,
- ▲ Analyzing financial statements for discrepancies and other issues,
- ▲ Processing client payrolls through ADP,
- ▲ Preparing personal property tax returns, sales tax returns, and use tax returns,
- ▲ Supporting the tax team,
- ▲ Helping to keep the workflow moving,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Doing other tasks related to accounting, taxes and consultation.

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.

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

WCG Weekly Hour Examples

Week 1	40		Week 27	32	
Week 2	40		Week 28	32	
Week 3	40		Week 29	32	
Week 4	40		Week 30	32	
Week 5	40		Week 31	32	
Week 6	50		Week 32	40	August 15
Week 7	50		Week 33	40	
Week 8	50		Week 34	40	
Week 9	55		Week 35	40	
Week 10	55		Week 36	45	
Week 11	55		Week 37	45	
Week 12	55		Week 38	45	
Week 13	55		Week 39	50	
Week 14	55		Week 40	50	
Week 15	55	April 15	Week 41	50	October 15
Week 16	32		Week 42	32	
Week 17	32		Week 43	32	
Week 18	32		Week 44	32	
Week 19	32		Week 45	32	
Week 20	32		Week 46	32	
Week 21	32		Week 47	32	Thanksgiving
Week 22	32		Week 48	40	
Week 23	32		Week 49	40	
Week 24	32		Week 50	40	
Week 25	32		Week 51	40	
Week 26	32		Week 52	40	
			Total	2084	

All salaried positions must work 2,000 hours annually / 12-month trailing period. 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.