



HEAD OF ACCOUNTING

JOB SUMMARY

We are seeking a versatile and experienced professional to join our small accounting firm as the Head of Accounting. The Head of Accounting will be responsible for overseeing all aspects of our accounting department, ensuring accurate financial reporting, compliance with relevant regulations, and effective management of financial processes for our clients. This individual will manage and provide strategic guidance to senior leadership, with some business development responsibilities. The ideal candidate will bring a strong background in bookkeeping, accounting, and outsourced CFO services, with a focus on serving small businesses, non-profits, and churches.

DUTIES AND RESPONSIBILITIES

Accounting Leadership:

- Supervise and lead the accounting department, ensuring the delivery of high-quality bookkeeping, accounting, and CFO services to clients.
- Provide guidance and support to accounting leaders in their day-to-day responsibilities.

Financial Oversight:

- Manage financial reporting processes for clients, ensuring accuracy and compliance with relevant accounting standards.
- Collaborate with accounting managers to resolve complex accounting issues.

Client Relationship Management:

- Build and maintain strong relationships with clients, understanding their unique needs and providing tailored financial solutions.
- Act as a point of contact for key client inquiries and concerns.

Business Development:

- Identify and pursue business development opportunities to expand the firm's client base.
- Collaborate with the leadership team to develop and execute strategic growth initiatives.

Team Development:

- Mentor and develop accounting leaders, fostering a collaborative and client-focused team culture.
- Conduct regular training sessions to keep the team updated on industry best practices.

Financial Analysis and Advisory:

- Conduct financial analysis for clients, offering insights and recommendations to support their strategic decision-making.
- Serve as an outsourced CFO, providing financial advisory services to clients.

Internal Controls and Compliance:

- Establish and maintain internal controls to ensure the integrity of financial information.
- Stay informed about changes in accounting regulations affecting clients and ensure compliance.

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, business or equivalent
- 10-15 years accounting experience
- Proficient communication, interpersonal, analytical and organizational skills
- Proficiency in current business software packages, as well as standard office equipment
- Comprehensive knowledge of generally accepted accounting principles (GAAP)
- Should possess self-management skills and ability to work with limited supervision, basic computer skills and competency

OTHER JOB REQUIREMENTS

- Expert knowledge and understanding of accounting processes and required documentation.
- Ability to manage multiple projects at a time with great time management and organizational skills.
- Excel, Word, Drake, QuickBooks and/or similar accounting/tax software knowledge
- Detail-oriented with an ability to be a self-starter, able to create efficiencies or solutions for existing or unexpected situations.
- Communicate effectively and professionally in writing, emailing, texting, and speaking on the phone.
- Additional duties as required by the job and as assigned by partner.
- Effective time management skills.

DESIRED REQUIREMENTS

- Certified Public Accountant
- Public accounting experience