



## **Senior Accountant**

The Hultquist Firm, CPA, P.C.  
164 Milestone Way Suite 100  
Greenville, SC 29615

### **JOB DESCRIPTION:**

This position is for a Senior Accountant (Controller) *with a minimum of 3 years' experience in public accounting* and a basic understanding of the relationship between financials and corporate tax returns.

The Senior Accountant will utilize their hands-on experience and in-depth understanding of business accounting principles to lead complex accounting activities for several of our clients' businesses. This position requires solid accounting knowledge combined with comprehension of how financials support the reporting of corporate tax information. It will also require strong communication skills, analytical and problem-solving skills, a deep understanding of accounting software(s), a stellar work ethic, organization skills, and a fanatical approach to details. This position will report directly to the Director of Accounting.

### **RESPONSIBILITIES:**

- Reconcile general ledgers, post journal entries, and produce error-free financial statements that are in line with GAAP.
- Verify, allocate, post, and reconcile client transactions which may include such items as daily sales, petty cash, banking/credit card statements, accounts payable and month-end closing entries of more complex client deliverables.
- Demonstrate excellent accounting and technical knowledge to be able to recognize inconsistencies and correct any errors found within financial statements.
- Review Company financials and suggest changes to reorganize accounting activities/practices to accurately provide visibility to company financial performance.
- Support clients and team members with stellar relationship and communication skills; participate and lead client meetings.
- Give guidance and train associate and advisor level staff.

### **REQUIREMENTS:**

- 3-5 years of experience in public accounting
- Associate's degree required, Bachelor's degree preferred
- Proficiency in Microsoft Office software programs, including spreadsheet programs (i.e. Excel)
- Strong computer and software implementation skills and familiarity with Wolters Kluwer's CCH Access platform a plus
- Experience with QuickBooks desktop and online
- Excellent project management, organizational, and analytical skills with attention to detail
- Strong interpersonal, verbal, and written communication skills
- Ability to lead, delegate as appropriate, and work as a team

- Dedicated to superior client service
- Ability to multitask and complete assignments within time constraints and deadlines
- Exemplify our core values as listed below

#### CULTURE:

We are a firm structured around our values: Integrity, Responsibility, Empathy, Excellence, Teamwork, and Personal Growth. We've developed our firm culture to emphasize our values in our day-to-day work and in every interaction with our staff and clients.

In a candidate, we are looking for someone who has similar values and wants to work in an environment where they can demonstrate them. We are looking for a driven, positive individual that enjoys working with a team, is naturally curious, and takes responsibility to get things done. We recognize that each team member is a vital part of our success, and we offer a positive environment that provides interesting and challenging opportunities for personal and professional growth in a collaborative, paperless environment.

#### BENEFITS:

- Unlimited PTO (You are a professional; we expect you can manage your time)
- Competitive Medical, dental and vision benefits
- 401 k matching program
- Quarterly Bonus Program
- Flexible working environment home and office
- Rich Culture with Firm-sponsored events and outings