



Client Accounting Specialist

POSITION DESCRIPTION

The Client Accounting Specialist is a member of the Client Service Team and is responsible for providing individualized service that meets the unique needs of each RCM clients. The Client Accounting Specialist requires strong organizational skills, exceptional attention to detail, the ability to multitask, prioritize and manage time appropriately to accommodate multiple tasks and have the ability to effectively make independent decisions. A proven track record of exceptional client service is a must!

POSITION-RELATED RESPONSIBILITIES

The Client Accounting Specialist can expect to focus in the following areas:

- Perform monthly accounting / bookkeeping functions for assigned clients utilizing QuickBooks Desktop and Online
- Bank and Credit Card Reconciliations
- Payroll Processing and Preparation of Quarterly Payroll Tax Returns
- Prepare sale and use tax returns
- Prepare Form 1099's and personal property tax returns
- Prepare complied financial statements
- Assist with other accounting projects as needed
- Provide excellent client service—from initiation and throughout client relationship by serving as a point of contact for the client, promptly troubleshooting and resolving client bookkeeping issues

KNOWLEDGE, SKILLS & ABILITIES

- Minimum of 2 years recent accounting experience, preferably with a public accounting firm
- Proficiency in Microsoft Applications including Word, Excel, & Outlook
- Advanced technical proficiency in QuickBooks Desktop and/or Online
- Works autonomously within established procedures and practices
- Must be decisive, organized, detail-oriented and able to multitask
- Take a broad perspective to problems and spot new, less obvious solutions
- Good written and verbal communication skills
- Client first attitude
- Team player, able to interact with other staff and partners

WHY RCM

We continually strive to create a work environment that embraces change, strengthens quality of life, improves productivity, and allows team members to pursue personal and firm goals. We encourage creativity, enthusiasm and personal development. We offer a comprehensive compensation and benefits package, to include health, dental, life, vacation and sick time, paid holidays, and 401k retirement savings program. To apply, please send your cover letter, resume, and salary history and expectations.

Regier Carr & Monroe, L.L.P. is an Equal Opportunity Employer