Staff Accountant – Entry Level

Holloway Accounting Services, LLC
237 Castlewood Drive, Suite F
Murfreesboro, TN 37129
615-690-4777

The ideal candidate will be responsible for timely and accurate preparation of financial accounting data in a variety of areas. It is essential that this candidate brings analytical and organizational skills in order to best support the accounting team.

Responsibilities

- Work closely with multiple clients to understand and ensure accuracy of all financial reporting activity
- Provide general accounting, bookkeeping, and month-end services to a variety of clients
- Working with accounting software (QuickBooks Online, Sage, etc.), Payroll Interfaces (ADP, QuickBooks Online Payroll), and Excel
- Entering and categorizing bank, credit card, payroll, etc. transactions into appropriate general ledger account in accounting software
- Bank and account reconciliations
- Accounts Receivable- creating and sending invoices to customers and applying received payments to appropriate invoices
- Accounts Payable- entering vendor bills and submitting/applying payments on client’s behalf
- Assist in year-end 1099 reporting
- Assist in year-end financial preparation for client tax returns with external tax preparer
- Carrying out other related duties and participating in special projects as assigned

Qualifications

- Bachelor's degree or equivalent in Accounting, Business, or Finance
- 0 - 2 years' experience in accounting
- Proficient in Microsoft Excel
- Proficient in QuickBooks Online (QBO)
- Ability to multi-task in a fast-paced environment
- Excellent communication and customer service skills, written and verbal