**Account Specialist (part-time and full-time opportunities available)**

*Job Overview*

breakwater accounting + advisory corp seeks a part time Account Specialist to join our fast growing business.  The Account Specialist will be responsible for bookkeeping and accounting services for small business and nonprofit clients including general client management. The position will consist of both onsite and remote work from our Wilmington, DE office and the assigned client location(s).

*Primary Responsibilities*

* Record & classify financial account activity in accounting systems
* Manage client relationships
* Accounts Payable Processing: record all vendor invoices and prepare bill payments, per approval protocol
* Accounts Receivable: prepare customer invoices or sales receipts, receive payments, and follow-up on aging receivables
* Payroll processing, per approval protocol
* Reconcile accounts, make month-end entries and prepare monthly reporting per client requirements
* Scanning documentation into accounting system
* Filing and organizing client records
* Identify process improvement opportunities for client’s accounting processes
* Convert new clients to QB or QBO, as needed
* Travel to client locations as needed

*Qualifications*

* 5+ years QuickBooks/QuickBooks Online experience and/or QuickBooks Online Certification required
* Accounting and bookkeeping knowledge and experience required
* Accounting degree preferred
* Familiarity with a range of accounting software
* Must be highly organized, self-motivated, and can work in a fast-paced environment
* Detail oriented and the ability to maintain a high level of accuracy
* Ability to multitask and meet deadlines using excellent time management skills with ease and professionalism
* Effective problem-solving, verbal and written communication skills
* Proficient in MS Office
* Professional w/excellent interpersonal & organizational skills
* Strong team player

*About breakwater accounting + advisory corp*

breakwater accounting + advisory corp provides a safe, simple, and affordable way for small + medium sized businesses to outsource their financial operations. From bookkeeping to business planning and strategy, we strive to be a valuable and collaborative partner for our customers. We offer an energetic, positive, and flexible workplace. To find out more, visit [www.breakwatercorp.com](http://www.breakwatercorp.com).

*To apply*

Send resume and contact information to kim@breakwatercorp.com.