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

*Job Overview*

breakwater accounting + advisory corp seeks a part time Account Associate to join our fast growing business.  The Account Associate 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 locations.

*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
* Assist with monthly reconciliations and reporting if needed
* Scanning documentation into accounting system
* Filing and organizing client records
* Travel to client locations as needed

*Qualifications*

* QuickBooks experience preferred
* Accounting and bookkeeping knowledge and experience preferred
* 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.