

CHAZIN & COMPANY

JOB DESCRIPTION FOR CLIENT SERVICES SPECIALIST (ACCOUNTANT)

The Client Services Specialist (hereinafter referred to as “CSS”) is responsible for managing ongoing, day-to-day accounting and finance requirements for clients remotely and/or onsite. It is imperative that the CSS maintain confidentiality, as well as possess strong organizational, time management, and communication skills. It is also imperative that the CSS can multitask as it is likely that a CSS will serve multiple clients. This may be a part-time or full-time position that will require a strong sense of commitment and enthusiasm.

A CSS will be supervised by a Client Services Manager (CSM). Each client should be treated as if they are their only client. CSS shall be professional, accommodating, respectful, and responsive to the client’s and CSM’s needs and requests. Communication is of the utmost importance—communication between the CSS and client and communication between the CSS and the team.

CSS responsibilities and duties will include:

- Accounts payable
- Accounts receivable
- Payroll and related tax preparation
- Bank reconciliations
- Assistance with grant management
- Audit preparation (to include A-133 audits)
- Improve systems and procedures
- Filing and any other administrative tasks the clients may need assistance with
- Become proficient at using third party applications such as Bill.com

CSS responsibilities and duties may include:

- Monthly and quarterly account reconciliations
- Comprehensive financial statements
- Investment reconciliations
- Indirect cost allocations
- Program accounting
- Tracking and reporting of restricted funds
- Organization and maintenance of the clients’ cloud files
- Assistance with 990 preparation
- Obtain final copy of 990 for our records
- Personal Property tax returns (when required)
- Sales tax exemptions
- Charitable registrations

CSS qualifications and skills should include:

- Associate/Bachelor’s Degree in Accounting or equivalent combination of education and experience

- A minimum of three years of accounting experience, including accounts payable and receivable, general ledger, payroll, and payroll reports
- Extensive knowledge of generally accepted accounting principles
- Extensive experience with data entry, recordkeeping and computer operation
- Advanced knowledge of Microsoft Office, Excel, QuickBooks, and QuickBooks Online
- Excellent organizational, problem solving, project management, and communication skills
- Experience in Audit preparation
- The desire and ability to become proficient with SAGE Intacct and other third party applications
- When serving remote clients, the ability to work from home independently
- Nonprofit accounting experience a plus