

CHAZIN & COMPANY

JOB DESCRIPTION FOR SENIOR CLIENT SERVICES SPECIALIST (SENIOR ACCOUNTANT)

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

A SCSS will be supervised by a Client Services Manager (CSM) or Team Lead (TL). Each client should be treated as if they are their only client. SCSS 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 SCSS and client and communication between the SCSS and the team.

SCSS responsibilities and duties will include:

- Indirect cost allocations
- Budget development and management
- Comprehensive financial statement preparation
- Monthly and quarterly account reconciliations
- Cash flow management
- Investment reconciliations
- Program accounting
- Tracking and reporting of restricted funds
- Assistance with grant management
- Audit preparation (to include A-133 audits)
- Presentation of the audit materials to the audit firm
- Follow up with the audit firm during and after the audit
- Obtain audited financials, related letters, AJE’s and the auditors Trial Balance for our records (draft and final form—be specific when saving)
- 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

SCSS responsibilities and duties may also include:

- Accounts payable
- Accounts receivable
- Payroll and related tax preparation
- Bank reconciliations
- Management of retirement plan deferrals and contributions
- Reconciliation of retirement plan deferrals and contributions

- Coordination with pension plan administrator (to ensure timely filing of Form 5500)

SCSS qualifications and skills should include:

- A Bachelor's Degree in Accounting
- A minimum of five years of general accounting experience
- Extensive knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Advanced knowledge Microsoft Office, Excel, QuickBooks, and QuickBooks Online
- Excellent organizational, problem solving, project management, and communication skills
- Experience in Audit preparation
- Ability to function well in a team-oriented environment (face to face or virtual)
- 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