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## Account Manager

**Position Purpose:** As an Account Manager, you'll play a pivotal role, reporting directly to the Director of Accounting Operations. Your focus will be on managing a strategic client portfolio, leveraging your accounting expertise to oversee a team of professionals dedicated to client success. Serving as the main point of contact for clients, you'll build and maintain trusted advisor relationships, ensuring top-notch service delivery aligned with our vision.

### Essential Duties and Responsibilities:

- Lead and supervise bookkeeping staff to ensure timely completion of tasks.
- Provide guidance and mentorship, particularly in complex accounting areas.
- Conduct thorough reviews of work for accuracy and completeness.
- Analyze accounting data to generate comprehensive financial reports.
- Offer strategic recommendations to clients based on financial statement reviews.
- Assist clients in addressing accounting challenges and implementing solutions.
- Drive process improvements and system enhancements in collaboration with clients.
- Ensure adherence to accounting principles and maintain proper documentation.
- Coordinate the annual tax package submission to clients' CPAs.
- Provide hands-on assistance with bookkeeping tasks when necessary.

### Skills:

- Strong sense of accountability and adherence to timelines.
- Customer-centric mindset with a focus on exceptional service.
- Analytical prowess with a proactive problem-solving approach.
- Transparent communication style and unwavering professional integrity.
- Adaptability to evolving business landscapes.
- Tech-savvy with the ability to navigate accounting systems.
- Exceptional written and oral communication and listening skills.

### Education and Experience

- Bachelor's Degree in Accounting, Business Administration, or Finance, or equivalent experience.
- 5+ years of small to medium-sized business accounting experience across various industries.
- Extensive QuickBooks experience, including proficiency in advanced modules.
- Demonstrated client relationship management with multiple clients.
- Prior experience in supervising staff members.

### Benefits Include:

- 401(k) with matching.
- Professional development opportunities.
- Paid time off.

**Location:** Wayland, MA. Hybrid and fully remote options available.