

Accounting Supervisor Job Description

- I. To be completely responsible for all accounting and tax matters in a section of 85 - 100 clients.
 - A. Bookkeepers
 1. Hire, train, and supervise bookkeepers.
 2. Monitor production and payroll processing for timeliness and accuracy.
 3. Answer all technical processing/accounting questions.
 4. Review monthly client reporting-timeliness/efficient reporting technics, invoice late reporters.
 5. Review Monthly Flow Sheet weekly and Time & Transaction report monthly.
 6. Prepare (re-assign clients) and review bookkeeper wage/production report monthly.
 7. Conduct work status/production review meetings weekly with bookkeepers.
 - B. Current Clients
 1. Meaningful monthly client contact. Submit control spreadsheet monthly with payroll report.
 2. Review client financial statements and return to bkkper for corrections or mailing w/in 1 day.
 3. Monitor and collect accounts receivable balances for bkkping and payroll clients.
 4. Handle and resolve tax, accounting and other questions from clients, CC to owner.
 5. Conduct tax planning appoints with profitable clients at least annually between May & Dec.
 6. Visit client premises at least once per year
 - C. New Clients
 1. Install new clients w/in 1 week of agreement for services date.
 2. Complete and process backwork w/in 2 weeks of the agreement for services date.
 3. Setup Chart of Accounts and process 2 months & then review account with bookkeeper.
 4. Develop and communicate reporting technics w/in 1 week of the agreement for service date.
 - D. Client Drops/Referrals
 1. Replace dropped clients through referrals.
 2. Actively solicit referrals from clients.
 - E. Additional responsibilities
 1. Handle federal, state, and local registrations for clients.
 2. Review qtrly/annual payroll reports & return to bkkpers for corrections or scan/mail w/in 1 day.
- II. To Prepare Taxes
 - A. Prepare tax returns, both business and personal for clients.
 1. Maintain time and control log in PM.
 2. Send out business and personal questionnaires as appropriate.
 3. Process 13th month (yearend tax return adjusting entries), pdf yearend reports for each client.
 4. Assign and coordinate with tax preparer, if applicable
 5. Quarterly estimate control (business and personal).
 6. Review and distribution of final returns to clients, key invoice/sales receipt to A&A's Qkbks.
 - B. Client Correspondence
 1. Client inquiries, carbon copy all written correspondence to owner.
 2. Taxing authority inquires, submit copies to owner for review before mailing to client/agency.
- III. Other duties
 - A. Attend weekly meeting with owner to review production, accounts receivables, client issues, staff, etc. - Responsible for bringing reports & other necessary docs and for being on time.
 - B. Attend general weekly staff meeting.
 - C. Responsible for software updates and conversions.
 - D. Liaison with accounting, tax and production software vendors
 - E. Liaison with company IT consultants.
 - F. Prepare year-end fee review/fee increase for section of clients.
 - G. Attend corporate and individual tax seminars annually.
 - H. On an annual basis review contents of business and individual quickfinders.
 - I. Responsible for bookkeeper training manual.
- IV. To handle special projects as assigned.
 - A. Install, train, and support client's QuickBooks software.
 - B. Cash flow projections.
 - C. Loan applications.
 - D. Prepare corporate tax returns for year end only clients as assigned.
 - E. Prepare individual tax returns for non-monthly clients as assigned.
- V. Other duties as assigned by the owner.