

Staff Accountant Job Description

Total Solutions in Davenport is seeking a Staff Accountant to join our fast-growing team. If you're ready to take your accounting skills to the next level, be part of a fun and dynamic team, and work with a variety of clients, we want to hear from you! Apply now and let's see if we're a good fit.

Position: Staff Accountant

Reports to: Accounting Manager

Location: Davenport, IA

Employment Type: Full-Time - *In-office/off-site/remote hybrid*

Pay: Salary - \$60,000

About Total Solutions

Total Solutions is a Davenport – based company dedicated to helping business owners get more of what they want out of their business. We provide a variety of outsourced services – putting our skills to use for clients who may not be ready or able to bring their own full-time marketer, accountant, HR team, payroll manager, in-house – but still need those skills to help their business grow. Our passion is helping businesses to succeed, and we'll go the distance (or stay put at the computer, we're flexible!) to make it happen.

Our Values

Passionate problem solvers, hardworking and confident, we work as one team, we do what we say, and we do the right thing, always.

Our Culture

Our culture is built on teamwork, open communication, and continuous learning. We value diversity and have a variety of clients from different industries, which means you'll have the opportunity to gain experience and expand your skillset like a pro. But it's not all work and no play - we believe in having fun and enjoying what we do! Whether it's through team building activities, company-wide events, or just hanging out with your colleagues, we make sure to have a good time.

Job Description

In this role, you'll be responsible for maintaining accurate financial records, preparing financial statements, and analyzing data for a variety of clients to help make smart financial decisions. But don't worry, it's not all spreadsheets and ledgers - you'll also have the opportunity to work with a friendly team in a fast-paced and exciting environment where you will be empowered to autonomously do your best work.

This role may include the following:

- Work in tandem with accounts payable, accounts receivable, and payroll.
- Complete the accounts receivable functions including billing and processing of payments.
- Complete the accounts payable functions including entry of bills and cutting of checks.
- Forecast cash requirements for clients.
- Ensure the proper recording of revenue and expenses.

- Assemble monthly journal entries and financial analysis reports for clients.
- Complete balance sheet account reconciliations while ensuring financial transactions are properly recorded.
- Process sales tax returns.
- Analyze, interpret, and summarize financial information while attending client meetings as needed.
- Assist in the onboarding of new clients.
- Engage with clients and provide recommendations on process improvements.
- Investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- Aid client's tax accountant by providing information for the year-end tax return.

Required Experience/Skills

- Bachelor's Degree in Accounting/related field, or commensurate experience.
- Proficiency in MS office suite with emphasis on Excel.
- Willingness to expand your skill set.
- Strong communicator who can clearly convey information to co-workers, clients, and vendors.
- Problem-solving wiz with strong attention to detail.
- The ability to multi-task and meet deadlines like a boss.
- A sense of humor and a positive attitude.
- Passion for helping business owners achieve their goals.
- QuickBooks experience a plus!

Benefits

- Responsible (Unlimited) PTO
- 401(k) with 5% employer matching
- Quarterly bonus program
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance and other ancillary benefits
- Employee Assistance Program featuring access to counseling and more.
- Professional development opportunities
- Mileage reimbursement
- Yearly performance and salary evaluations with possibilities for growth.
- Monthly employee appreciation outings and events.
- Dog-Friendly workplace.
- 'Dress for the day you have' dress policy.
- Free office snacks and beverages.
- Flexible work options.

Total Solutions is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.