

Job Title:	Staff Accountant	Job Category:	Production: MAS
Department/Group:	MACKEY	Reports To:	Senior Accountant
Location:	Bellevue, KY	Travel Required:	Minimal
Level/Salary Range:	\$55,000 - \$65,000	Position Type:	Full-Time
Training & Onboarding Information:	3 Month Shadow & Onboard Program + 6 Month Performance Objectives		

Job Description

INTENTION

Are you a numbers enthusiast with a knack for fostering strong client relationships? MACKEY is seeking a talented and dedicated individual to take on the role of Staff Accountant. This unique opportunity combines your expertise in accounting with your exceptional interpersonal skills to create a seamless experience for our valued clients.

WHO WE ARE

MACKEY is a forward-thinking, women-owned, family-owned, and queer-owned certified B Corp offering outsourced CFO, managed accounting, and tax planning services. We thrive on diversity and celebrate individuality. We're all about putting people first, and that includes our team. We're not just rooting for misfits; we're creating a space where they can truly shine. We embrace the round pegs in the square holes because who wants to fit in when you were born to stand out? We're looking for a Staff Accountant who can balance the books and expectations while letting their vibrant personality shine.

ROLE AND RESPONSIBILITIES

BOOKKEEPING: Financial Account Management

- Maintain meticulous and precise financial records for clients.
- Execute client bill payment activities accurately.
- Generate client invoices promptly.
- Prepare comprehensive weekly financial reports.

CONTROLLERSHIP: Financial Oversight

- Support the preparation of monthly financial reports.
- Perform monthly reconciliations for cash, credit, payroll, and various accounting accounts.
- Validate the precision of client financial dashboards before sharing with the CFO team.
- Collaborate with CFOs on specialized projects, analytical tasks, and research initiatives.

TAX: Taxation Planning and Preparation

- Compile and file Sales and CAT tax documents in adherence to regulations.
- Prepare Federal, State, and Local Income Tax Returns for individuals and businesses.
- Create initial annual tax plans for individual and business clients

CLIENT SERVICES: Client-Centric Responsibilities

- Foster collaboration among clients and colleagues, bridging the gap between numbers and narratives.
- Initiate communication with clients to address inquiries and gather necessary documentation.
- Efficiently manage the scheduling and rearranging of client meetings and deadlines.
- Serve as the primary point of contact for customer support, addressing queries about QuickBooks Online, journal entries, etc.
- Escalate intricate inquiries to the appropriate team member while ensuring timely resolution.

DESIRED OUTCOMES

- 90% on-time completion percentage of assigned work
- 75% average weekly utilization rate
- < 48-hour average response time to client communications

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in accounting, finance, or related field
- Three years of experience in accounting or bookkeeping
- Communication skills, particularly the ability to relay financial concepts
- A passion for people and collaboration
- Successful multi-tasker, time management abilities, and organizational skills with the ability to see things through to fruition

PREFERRED SKILLS

- QuickBooks Online knowledge and experience
- Proficiency in tax, and experience with tax software preferred
- Client service excellence
- Understanding of how to balance accuracy & efficiency
- Willingness to create, iterate & test solutions
- Curious mind & brave heart
- Always searching for and building to win/win solutions

ADDITIONAL NOTES

At MACKEY, we're all about growth – both personal and professional. The Staff Accountant role was designed with our commitment to nurture talent in mind. We're excited to offer you the potential to grow into a senior role, where you can lead with your charisma and financial expertise combined.