

Part-Time Accountant

Overview

We are looking for a motivated US-based accounting professional who wants a challenging and rewarding position but desires a flexible work from home schedule.

The position will be part-time (15-20 hours per week) and virtual. You will be working with multiple small and medium sized businesses. The work will involve billing, entering transactions, paying vendor invoices, reviewing expense reports, processing payroll, administering benefits, preparing journal entries, reconciling accounts, setting up projects, and preparing financial reports. In addition, you will play a key role in developing, implementing and improving systems and processes. You will interact with all levels of client organizations.

Flexible hours but some availability during normal business hours is required.

About

Ahern Financial Management (www.ahernfinancialmgmt.com) provides part time accounting services to privately held companies. We specialize in working with project-based service businesses including, biotech, engineering, design, PR, marketing, and consulting.

Qualifications

Smart, resourceful, comfortable working with multiple software programs, 5+ years of accounting experience, a Bachelor's degree in Accounting, and adept at working remotely. Your background should include experience working for small to medium sized project-based businesses.

You should be comfortable with learning new systems, proficient with Excel and QuickBooks (or similar accounting software), flexible and adaptable to changing needs of client, able to work independently, and willing to dig in and find solutions to problems. A comfort level with using online tools, such as SharePoint, Google Drive, Teams, and Zoom is required. Experience with government contracting and working with Deltek or Unanet software is desirable.

Please send resume to jobs@ahernfinancialmgmt.com