

CARTER, PC

ACCOUNTING MANAGER – JOB DESCRIPTION

TERM: Anticipated to begin approximately 4th quarter 2020 and to continue indefinitely.

PER WEEK: Typically 40-45 hours per week. Expect an extra 7-10 hours during peaks leading up to major deadlines. Our office opens at 8:30 and closes at 5:30; however, work hours may shift around this schedule as necessary and as approved.

PAY: Salary, paid semi-monthly.

REVIEWER: Accounting Director, Danny Yelton, Senior Manager, Liz Brown

DIRECT REPORT: Accounting Director and Senior Manager

DUTIES:

- Oversight of day-to-day operations of engagements and client support
- Assistance with internal and external technical accounting issues and financial reporting
- Mentoring of accounting staff
- Communicate with clients regarding accounting services via email, phone, and face-to-face meetings.
- Participate in the firm's ongoing continuing education and training programs.
- Remain current with federal and state tax law changes.
- Become familiar with the firm's practices and policies.

EDUCATION/CREDENTIALS & EXPERIENCE REQUIRED:

- Completion of undergraduate degree in Accounting (on track for or having completed Master of Accountancy preferred).
- 5+ years of professional level accounting experience.
- CPA certification preferred.

PERSONAL SKILLS REQUIRED:

- Excellent project management and ability to multitask and complete assignments within time constraints.
- Strong interpersonal, oral, and written communication skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, integrity, and trustworthiness combined with a cooperative attitude.
- High motivation for self-starting.

TECHNICAL SKILLS REQUIRED:

- Proficiency with QuickBooks Desktop and QuickBooks Online required
- Payroll tax, sales tax, and property tax experience required (income tax experience preferred)
- Proficiency with Microsoft Word and Excel required
- Proficiency with Windows 10 required

LOCATION: Charlotte-based. Candidate will have an available workspace in our Charlotte office and will be required to attend in-person primarily during training phases, peak work times, and group meetings. Working remotely is available with a broadband Internet connection.

TRAVEL: Little to none anticipated

ABOUT CARTER PC: Carter PC is a mid-sized regional accounting firm serving Western North Carolina providing attest, tax, and accounting services to privately held companies, individuals, governmental entities, and nonprofit organizations. We have offices in Asheville and Charlotte. Our directors and managers include alumni from large and super-regional accounting firms including Deloitte, Grant Thornton, and DHG.

Our team culture is collaborative and encourages team members to take initiative and seek on-the-job learning opportunities. Our managers and directors have an open-door policy and work to build the team culture.

Carter provides a competitive compensation package that includes benefits and paid time off.

COMMENTS/NOTES:

For more information contact Rob Carter at 828-259-9900 or rob.carter@carter-cpa.com