

ACCOUNTING MANAGER

The Ideal Candidate.

Professionalism, integrity, and trustworthiness are key in public accounting. For this role, the ideal candidate has 7-10 years of experience in public accounting and is excited to help clients manage their business. They mentor the accounting staff and oversee the day-to-day operations of engagement and client support. They have excellent communication, project management, and time management skills. The ideal candidate has a willingness to learn, collaborate with others, and is a self-starter.

As an Accounting Manager at Carter, you will:

- Manage, lead, and develop relationships with clients and the internal accounting team.
- Join a team that is client-centric, collaborative, and forward-thinking.
- Be responsible for the supervision and review of accounting services, which typically include accounting software data entry and adjustments along with payroll tax, sales tax, property tax compliance reporting, and financial statement preparation.
- Delegate and manage some assignments and be involved in training, supporting, supervising, motivating, mentoring, and reviewing the work of the team.
- Assist with internal and external technical accounting issues and financial reporting.
- Assist with accounting research and consulting projects both on and offsite.

What does a typical day look like?

Every day is different and can change at any given moment, so the ability to adapt in a fast-paced environment is important. A typical day involves collaboration, communication, time management, and problem-solving. You will work and directly communicate with the team on the status of projects and as well as communicate with clients via email, phone, and face-to-face meetings.

In addition to the day-to-day, you will participate in the firm's ongoing continuing education and training programs, become familiar with Carter's practices and policies, and remain current with federal and state tax law changes.

The Carter Difference.

Carter provides our team members and clients with big firm expertise and a small firm feel. We focus on relationships, collaboration, and communication – choosing team members for each client based on who is the best fit for the project. We intentionally create an environment of development and walk beside each team member to support their career goals and help them get to where they want to be. We remove politics, red tape, and the pressure of time management ratios so we can focus on what is most important – our people and our clients.

Education & Credentials.

- Completion of undergraduate degree in Accounting.
- CPA certification.



- 7 to 10 years of experience in public accounting – or equivalent combination of education and relevant experience.

Technical Skills Required.

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

What else?

A typical work week for this position is 40-45 hours and can expect an extra 10-15 hours during peaks leading up to major deadlines. This position can sit in any one of our three offices – Charlotte, Asheville, or Greenville, SC and requires little to no travel.

For more information, contact our Recruiting Manager at sarah.hopfer@carter-cpa.com.