

Job Title: **Senior Accountant/Client Manager**

About Us:

Brennan and Fournier, Inc. has been providing accounting and financial services to non-profits for over 25 years. Our client approach is individualized to meet their needs covering the accounting spectrum of bookkeeping to CFO. In addition to meeting the accounting and compliance requirements of each non-profit, we provide advisory services that include business analysis and strategic planning.

Our constantly expanding business is in need of an accounting professional that can see beyond the numbers, dissect client operations and has a strong desire to analyze and manipulate data to meet our clients' business and accounting needs.

The role:

We are looking for a Senior Accountant/Client Manager - an individual passionate about business and accounting data with a high level of sensibilities related to business process, data gathering and efficiency. Accounting education and experience is necessary for the position, non-profit experience is strongly preferred. The ideal candidate is highly organized and comfortable with multiple projects and deadline driven work. Communication style and manner in a fully remote environment is critical therefore, written and verbal communication skills are paramount to success as well as comfortability with video access/meetings.

What you will be doing:

- Working with 2-3 Clients, reviewing staff work
- Working primarily with QB Online and Desktop
- Maintaining financial processes and continually assessing financial operations and make recommendations for improvements and efficiencies
- Preparing journal entries, analyses and account reconciliations (when needed)
- Experience with investment accounting
- Prepare and/or assist in preparation of monthly financial packages including financials and business analysis related to cash flow, net assets and business operations

- Ensure compliance with GAAP and Federal and State regulatory requirements
- Data analysis that utilizes data downloads from various financial systems, primarily utilizing excel
- Comfortable with a varied landscape of accounting operations technology options

What we are looking for:

- BS/BA in Accounting
- Non-profit experience is strongly preferred
- Intermediate or advance proficiency in Microsoft Excel
- QuickBooks Online experience strongly preferred
- Attention to being detail oriented and meticulous
- Excellent teamwork skills using verbal and written communications
- Strong organizational and time management skills
- Customer service focus – committed to prompt and accurate responses to data requests from directors, team members and clients
- Ideally full time, can accommodate at least 20-25 hours a week commitment in a 100% physically remote workplace
- Work independently to reach goals with professional curiosity
- Maintain flexibility with remote staff while meeting deadlines, which may require a small amount of non-standard work hours (before 9, and after 5 pm) during the month

Pay range: \$90,000 – \$105,000

Hours: 40 hours, can accommodate part time

Benefits: Year 1 – 3 weeks PTO, 10 holidays, 401K, Health Insurance

Location: Remote

Skills:

Accounting, Finance, Data analysis, Excellent written communication

Qualifications:

QuickBooks Online – 3 yrs.; Excel – 5 yrs.; Office 365 – 1 yr.

Application process: Please email resume and cover letter to [kbittrich@brennanandfournier.com](mailto:kbittrich@brennanandfournier.com) with the job title in the subject line.