

**Client Service Manager (Full Charge Bookkeeper)
Full Time / Heavy Part Time Remote Position**

Life is different at DBA! Make a difference and positively impact the lives of our clients and your new team.

Are you looking for more than hustle and grind? We are a growing financial services firm that provides concierge-level service to all aspects of the financial process for our clients. Our firm has cultivated an identity of excellence and trust with our clients and community, so opportunities are available for those looking to grow personally and professionally. We have a proactive approach with our clients, providing guidance throughout the year. We take pride in our thorough knowledge and connection with our clients. We offer a great work environment and strive for innovation and exceeding client expectations! We do not perform any audit, review, or compliance work that requires independence with the firm's clients. We are truly our clients' most trusted advisor.

Primary Responsibilities

Dillon Business Advisors is a full-service, outsourced, cloud-based accounting solution for small business clients.

- Work with many of the firm's clients in an outsourced accountant role with a complete cloud accounting system
- Create rules, code client transactions, and reconcile client accounts in QuickBooks Online
- Assist clients with QuickBooks Online as the primary business reporting technology
- Facilitate preparation and processing of client payrolls, W-2s, and 1099s through various technology platforms
- Prepare and process sales tax reports
- Develop a strong, productive, professional, trusted advisor relationship with assigned clients
- Partner with clients by understanding their business and industry and providing ongoing support for accounting and accounting processes
- Integrate and maintain 3rd party applications with QBO
- Support clients in the use of firm technology and best practices
- Close out clients' books monthly, including adjusting entries for depreciation, loans, and other items
- Utilize and maintain technology for workpaper documentation (OneDrive + Double)

Interpersonal/Client Development Skills

- Exhibits time management and organization skills
- Develops an entrepreneurial approach to client service and good working relationships with client personnel
- Builds new and existing client relationships and demonstrates basic knowledge of clients' businesses
- Collaborates with team members to grow professionally and maintain best practices
- Develops means of communication to clients and persons responsible for maintaining relationship with clients
- Understands firm ethics and demonstrates them consistently

Desired Skills

- Minimum of an Associate's or Bachelor's degree in accounting or other related program
- Prior experience (2 years) in private/public accounting
- Strong technology skills (Microsoft Office 365: Word, Excel, and Outlook required; QBO, ADP, Thomson Reuters preferred)
- Ability to multi-task and to work independently with minimal supervision
- Experience working in a paperless environment strongly preferred
- Strong interpersonal and relationship building skills
- Team player with a positive – 'can do' approach

Work Life Flexibility

Dillon Business Advisors provides team members the ability to be both professionally challenged and have time year-round to be personally involved with family and friends.

Compensation

Compensation is composed of base pay and bonuses 3 times per year. Other benefits of working with Dillon Business Advisors are 401K with non-discretionary match, profit sharing and cash balance plans, flexible PTO, health insurance available, technology reimbursement, and collaborating with an awesome team.

Apply Confidentially

If interested in applying for this position, please submit a letter of interest, resume, and salary history to Rachel@DillonAdvisors.com. *Be sure to reference the position in the subject section of the email.