

Accounting Associate

ABOUT AGH:

As one of the top 200 CPA and advisory firms in the U.S., AGH has been serving closely held and privately-owned entrepreneurial firms and public sector organizations for more than 80 years. AGH is based in the central U.S., but the firm's reach and specialized expertise available to clients spans the globe. AGH's more than 130 professionals serve as trusted advisors and provide clients with a broad portfolio of tax, assurance and advisory services.

POSITION SUMMARY:

An Accounting Associate will work collaboratively with the members of a growing team. An Accounting Associate will be accountable and responsible for providing customized short and long-term finance and accounting services to clients. This position works with various clients to provide accounting information, maintain general ledger, and produce financial statements. Additionally, this position responds to and resolves client questions and problems and delivers quality client service.

ESSENTIAL RESPONSIBILITIES:

- Accounts receivable and accounts payable processing
- Monthly account reconciliations
- Posting journal entries
- Prepare monthly financial statements
- Prepare and file various monthly and quarterly tax compliance returns (e.g. sales, use, excise)
- Maintain general ledger and report writing software
- Prepare annual 1099s
- Provide necessary information to tax preparer
- Communicate with clients on a regular basis regarding accounting information
- Special projects as assigned
- Compile and/or review annual financial statements

QUALIFICATIONS:

- Bachelor's or Master's degree in Accounting, Finance, or Business Administration (with a heavy accounting emphasis) or equivalent combination of education and experience
- Accounting for daily transactions as well as month-end procedures including account reconciliation and financial statement preparation
- Proficient experience with Microsoft Word and Excel
- Proficient in Sage 100 and QuickBooks accounting software
- High attention to detail and accuracy
- Ability to work independently
- Proven ability to communicate to all levels of employees and clients
- Respectful of confidential information
- Demonstrated time management skills
- Strong problem-solving and decision-making skills

WHY WORK FOR US:

At AGH, you'll find an environment where good work is rewarded, and growth is valued. AGH offers competitive wages to qualified individuals and the opportunity to grow professionally and personally through diverse work experiences and formal training. Our top five people initiatives are:

- A challenging variety of work in a continuous learning environment
- Career/life integration
- Flexible work environment with great opportunity for advancement
- Ability to make a difference with clients and influence the AGH culture
- Individualized career pathing