

Accounting Supervisor

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 Supervisor will work independently and collaboratively with the members of a growing team. An Accounting Supervisor will be responsible for providing customized short and long-term finance and accounting services to clients as well as supervising and reviewing the work of staff accountants. 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 (self or overseeing an assistant)
- Monthly account reconciliations
- Posting journal entries
- Prepare monthly financial statements
- Prepare and file sales, use and excise tax returns
- Supervise accounting staff and client projects
- Detail review of work product and financial statements prepared by other accounting staff with the department
- Training new accounting staff within the department
- Special projects as assigned (may be in the office or on client site as needed)
- Provide necessary information to tax preparer
- Communicate with clients on a regular basis regarding accounting information
- Set up and/or convert new clients

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
- 5+ years accounting experience, including accounting for daily transactions as well as month-end procedures including account reconciliation and financial statement preparation
- Manage multiple projects and complete within expected time frames
- Ability to communicate to all levels of employees and clients
- Strong problem-solving and decision-making skills
- Demonstrated time management and organizational skills
- High attention to detail and accuracy
- Proficient experience with Microsoft Word and Excel
- Proficient in Sage 100 and QuickBooks accounting software
- Ability to work independently
- Respectful of confidential information

WHY WORK FOR US:

At AGH, you will 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 experience 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