

STAFF ACCOUNTANT

Department: Accounting & Tax
Status: Full-Time
Benefits: Yes

SIMA Financial Group, Inc. is a professional services firm headquartered in Richmond, Virginia that employs a talented, client-centered team of professionals and support staff. Our certified and licensed professionals are dedicated to their unique discipline within SIMA's five core competencies: accounting & tax, payroll & workforce management, employee benefits, corporate retirement and wealth management. We work closely with businesses and individuals to provide a superior experience to our diverse clientele that includes business owners, executives, entrepreneurs, and investors. SIMA identifies and implements financial strategies to more effectively manage both business and personal finances. Founded, grown, and managed in a morally-rich, values-driven environment, SIMA has proudly served clients with professional, personal, and principled care since 1985.

OVERVIEW & RESPONSIBILITIES

The Staff Accountant will demonstrate expertise in a variety of accounting practices, including but not limited to accounts receivable and payable, general ledger reconciliation, expense report approval, and general bookkeeping. This position works for a Certified Public Accountant (CPA) and must be highly accurate and efficient, utilizing vast knowledge of the current tax code, upholding exceptional standard of client service, and above all else, provide consistent, accurate accounting services to clients on a daily basis. In addition, this position is responsible for the preparation of tax returns during tax season.

- Interact with clients on the phone, email, and in person
- Process payments and log accordingly
- Generate billing statements and reports
- Help with monthly, quarterly, and annual audits
- Answer customer inquiries regarding their accounts
- Request, collect, and compile all necessary documents
- Review and approve expense reports
- Review and reconcile the general ledger regularly
- Contribute to forecasting and budget planning sessions
- Detect and address potential compliance issues proactively
- Maintain compliance with all state and federal regulations at all times
- Uphold the excellent reputation of our firm
- Maintain constant communication with Senior Accountant and our clients
- Maintain highly organized and updated client files
- Work collaboratively with other team members to achieve shared goals

QUALIFICATIONS & REQUIREMENTS

Education & Experience

- Associate's degree in Accounting or relevant field from an accredited university required; Bachelor's degree is preferred
- Experience as an accountant or bookkeeper in a corporate setting is preferred
- Experience with accounts payable and receivable is preferred
- Experience with audits, budget creation and expense reports is preferred
- Corporate and personal tax experience is a plus
- Proficiency in all Microsoft Office products
- Exceptional computer skills including databases
- Familiarity with QuickBooks and financial statements

Skills & Core Values

- Consistent and thorough with an aptitude for numbers
- Detail-oriented with a high degree of accuracy
- Strong math, analytical and problem-solving skills
- Demonstrated ability to communicate with clients
- Excellent communication skills, both written and verbal
- High level of confidentiality and professionalism
- Client service oriented
- Strong organizational and time management skills
- Ability to manage workflow and ensure projects/tasks are processed in a timely manner
- Ability to be proactive and not reactive in all aspects of daily job functions
- Ability to collaborate and operate as part of a team
- Self-motivated and able to work well within a fast-paced environment with firm deadlines

SALARY & BENEFITS

We offer an attractive salary with future opportunities for growth and advancement. In addition, we offer an exceptional benefit package, including an employer 401(k) matching contribution, Paid Time Off, long-term disability insurance, life insurance, and elective medical, dental and vision benefits.

CONTACT

To be considered for this immediate opening, please send your resume with salary requirements to careers@simafg.com. This position will remain open until filled.

EOE. SIMA Financial Group, Inc. reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.