

Barton, Walter & Krier, P.C. is a full-service CPA firm with the talent and expertise to offer an array of accounting, audit, consulting and tax services -- all prepared in accordance with professional standards. We are committed to developing strong customer relationships so that we can better understand our clients and assist them with year-round planning. We listen to our clients' needs and strive to exceed expectations.

At Barton, Walter & Krier, P.C., we offer a dynamic work environment that is both supportive and engaging. We foster a culture of innovative thinkers and are proud to support you in your professional goals. If you are passionate about helping clients succeed at a collaborative, innovative and experienced firm, BWK is the place for you.

We are conveniently located in the northwestern suburbs; servicing businesses state-wide.

Title: Accounting and Technology Assistant

Position Purpose

As an Accounting and Technology Assistant you will spend 75% of your time supporting our Controller with the day-to-day accounting responsibilities. This position will be providing technical assistance to staff as well as our new hire onboarding. Performance is judged on quality of work, application of accounting and technical knowledge with the ability to trouble shoot and meet time constraints.

Accounting:

Major Tasks, Responsibilities & Key Accountabilities

- Record daily bank deposits
- Review accounts payable invoices, enter vendor information into accounting software system; verifies that invoice information is entered correctly
- Issue payments to vendors as approved
- Process routine monthly payments as approved
- Download and code credit card transactions
- Assist in accounts receivable collection
- Review, reconcile and analyze general ledger accounts; prepare adjusting journal entries
- Assist in preparation of monthly financial statements
- Prepare month-end reconciliation between general ledger and reporting software
- Analyze transactions for correct coding and assignments of revenue and expenses
- Assist/prepare complex month end reports
- Generates weekly/monthly reports for management
- Interact effectively and be a positive influence both within and outside the Accounting Department

Technology:

Major Tasks, Responsibilities & Key Accountabilities

- Ability to troubleshoot and assist and train others
- Proficient with MS Office Suite with the ability to learn new or updated software
- Providing technical assistance and support related to computer systems, hardware, and software
- Perform basic problem diagnosis

- Escalate issues to appropriate resource
- Deployment of desktops/laptops
- Provide resolution and assistance to Windows related problems
- Move, add/change and-or relocate computer hardware
- Install and integrate computing devices; computers, printers, access points, monitors, projectors, etc.

Contacts

- Communicates with all levels within the clients organization both orally and written

Qualifications:

- Bachelor's Degree in Accounting or Associate's Degree with equivalent experience
- 1 - 2 years of Accounting experience
- Strong systems skills including Excel and experience working in a networked environment
- Excellent communication skills and a customer service / collaborative attitude
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Ability to keep information confidential