**Job Title:** Accounting Specialist/ Bookkeeper (Remote)

**Job Type:** Full-Time/ Part-Time

**Location:** Work from Home (Preference for candidates in Raleigh-Durham, NC, the Big Bend region of Florida) or in the Eastern Standard time zone.

**Company Overview:** Lillyfield Accounting Solutions is a premier bookkeeping and accounting firm. It is a dynamic, fun, and fast-growing organization that thrives on innovation, collaboration, and adaptability. We offer full-service bookkeeping and fractional CFO/Controller services to a variety of clients in multiple industries including non-profits. We are in need of a self-motivated and highly responsible Accounting Specialist to join our team. If you are organized, detail-oriented, and not afraid of new tech (including AI), we want to hear from you!

**Position Summary:**  
The Accounting Specialist plays a key role in maintaining accurate financial records and supporting the efficient handling of day-to-day accounting operations for a variety of clients. Responsibilities include recording financial transactions, reconciling accounts, and managing invoices and payments. This position requires proficiency in QuickBooks Online and Excel, along with a proactive mindset and the ability to adapt to new technologies. The ideal candidate is detailed-oriented, highly organized, and capable of working independently in a remote setting.

**Key Responsibilities:**

* Record day-to-day financial transactions
* Reconcile bank, credit card, and loans each month
* Maintain chart of accounts
* Process accounts receivable/payable and handle payroll in a timely manner
* Maintain and organize internal client files
* Track vendors for W9’s
* Maintain confidentially of all financial data and sensitive business information
* Participate in onboarding of new clients as directed by management
* Prepare, file, and submit monthly or quarterly sales tax reports for assigned clients, ensuring full compliance with state and local regulations.
* Troubleshoot discrepancies and work with internal teams or external vendors to resolve issues
* Assist in preparation of Workers Comp audit
* Communicate with clients to obtain needed information and clarify questions
* Support multiple clients across various industries with accuracy and efficiency
* Follow and comply with the Lillyfield Process for bookkeeping services

**Qualifications:**

* At least 3-5 years of experience as an office manager, accounts payable clerk, accounts receivable clerk, bookkeeper, staff accountant or other related job experience
* Experience with Payroll and Sales Tax is a plus, but not required
* At least 1-3 years of QuickBooks Online experience
* Previous customer service experience
* Bachelor’s degree preferred but not required
* Excellent communication and time management skills

**What We Offer to all Employees:**

• 100% remote work

• Semi-flexible hours with a preference for availability during U.S. Eastern business hours

• A collaborative, supportive, and fun team culture

• Opportunities for growth and professional development

• Competitive compensation

• IRA with company matching

• Work Life Balance

• Paid continuing professional education

**Full-Time Employees are eligible for:**

• Paid Time Off

• Long-term Disability

• Firm plans to offer Health, Dental, and Vision in the near future