



**Job Title:** Accounting Manager

**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 Manager is responsible for reviewing the monthly bookkeeping work for a variety of clients, ensuring accuracy, compliance, and efficiency across all accounting functions in accordance with Lillyfield standards and best practices. This role provides leadership, training, and support to the bookkeeper, reviewing their work, guiding process improvements, and ensuring timely completion of key tasks such as reconciliations, accounts payable/receivables, and financial reporting. The Accounting Manager will also play a hands-on role in month-end and year-end closing activities, filing sales tax, audit preparation & support services, budget monitoring, and financial analysis.

This position reports to the Accounting Services Manager and serves as a key liaison between the accounting team and the upper management, helping to align daily operations with the company's broader goals.

Success in this position requires strong expertise in accounting principles, QuickBooks Online and Excel, and the ability to manage multiple priorities in a remote work environment. The ideal candidate must have excellent attention to detail, strong communication skills, and a proactive approach to process optimization and team development.

**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 confidentiality 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