



Job Title: Accounting Specialist (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 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 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 accounting 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