

Valentine & Associates, CPAs, PC is expanding our team. An exciting career opportunity exists for an **Accounting or Tax Manager!** In this role, your primary responsibility will be to supervise the monthly accounting and tax process while providing outstanding personal service to a section of our small business clients. We interact with our clients on a frequent basis and our systems keep workflow running smoothly throughout the year. As a primary contact person, you will provide exceptional personal service to clients in long-lasting working relationships.

- Are you passionate about small businesses and their success?
- Are you tired of the "fire drill" mentality at your current firm? (*Late nights that never end, always another "accounting emergency".*)
- Are you looking for flexibility AND a unique opportunity for success? (*Would you like to be directly rewarded for your success?*)
- Are you an accountant with a fresh, energetic, and great personality? (*Is this an oxymoron?*)
- Do you want to work directly with awesome business owners? (*Blue collar or white collar, it doesn't matter to us!*)
- Are you interested in being part of a unique firm that is fun, outgoing, and passionate about helping small businesses thrive? (*Yes, we actually like our clients and our clients like us, and no its not just because we have a bar at the office*)
- Do you want to be a part of a firm that truly cares about you and your success?

If you said yes to the above, apply today!

WHAT WE'RE LOOKING FOR:

- CPA or EA required.
- Passion for small businesses and their success is a must!
- Be able to work with any type of small business owner.
- Upbeat, confident, and friendly personality.
- 5+ years accounting supervisory/managerial experience required.
- Tax return preparation (1040, 1065, 1120) experience required.
- 3+ years experience at a CPA firm preferred.
- QuickBooks ProAdvisor preferred.
- Must be computer savvy; embrace and learn new technology with ease!

WHAT YOU WILL DO:

- Give clients an opportunity to thrive!
- Provide insight, real-time planning and be a resource to a section of our clientele
- Supervise the monthly accounting and tax process while providing outstanding customer service
- Cultivate valuable relationships with your section of clientele
- Be the Mick to their Rocky! (if you get the movie reference!) We want to be in their corner at every step of the way and at every turn
- Supervise, manage and develop the professional skills of the accounting team by using your unique skills and expertise to improve those around you.
- Cultivate the firm culture in every action!
- Be able to self-starter, utilize resources to find answers, be knowledge hungry and eager to grow!
- Be a direct, conscientious communicator with our team and our clients

WHAT'S IN IT FOR YOU:

We make numbers feel less daunting and we have a darn good time doing it! There are frequent company outings and team lunches where we celebrate birthdays, milestones, and accomplishments. We work as a team and we win as a team! Depending on your experience, you will receive an attractive salary of **\$70,000-\$90,000**. We offer monthly profit sharing, generous PTO, holiday pay, employer-paid health, vision, dental, and life insurance, 401(k) contribution of 3%, and many other perks to all full-time employees. Excellent career and income opportunities exist for someone who will grow with us!

WHAT YOU SHOULD KNOW ABOUT US:

Valentine & Associates, CPAs, PC is a CPA firm that provides outsourced bookkeeping and accounting for growth-minded small business owners and entrepreneurs. We are a small business and we work exclusively with other small businesses. We work with owners of small businesses to help them be better organized, make more money, and save on taxes. We provide a structured package of services including monthly bookkeeping, accounting, tax planning and reporting, payroll processing, back office support services, and most importantly - advice and consultation!

This position is available as in office, hybrid, or fully remote. We service our clients from 8:30 a.m. to 5:00 p.m. CST every business day. We are tech-forward and process-driven, so there are no endless late nights! *(Yes, you can make it home in time for family dinner.)* We have rock-solid systems in place for providing exemplary client service that allows our team scheduling flexibility and balance. *(No "fire drills"!)* Our team plays a real role in our clients' success. We know that having the best team is critical to our own success. Our team is generous in sharing their time and helping others develop new skills quickly. We help our team develop into experienced accounting and tax professionals. Our goal is to help our clients and our team thrive professionally and personally.