



Staff Accountant

Job Description

Company Overview

Atlas Services is a growing accounting and administrative services firm with a wide array of clients. We provide high-quality accounting, payroll and HR services so that our clients are able to focus on their business. We are based in Denver, Colorado but have team members in multiple states and are looking to expand our team of hard-working professionals.

Position Summary

The Staff Accountant is responsible for performing general accounting functions for a wide client base. This position is full-time, exempt and completely remote. The Staff Accountant will report to the Director of Accounting but will work with several members of the team to ensure accurate accounting and timely client service.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Prepare and post journal entries
- Perform bank and balance sheet reconciliations to assist in month end closing process
- Prepare and submit financial statements
- Process sales tax returns on a monthly, quarterly and annual basis
- Prepare annual 1099s
- Review, process and submit payroll through 3rd party vendors
- Ensure accurate data entry and prepare reports for accounts receivable and payable
- Other duties as assigned

Minimum Qualifications (Knowledge, Skills and Abilities)

- Bachelor's degree in Accounting, Finance or Business-related field
- 1-3 years' experience in accounting or bookkeeping
- Knowledge of generally accepted accounting and bookkeeping principles and procedures
- Competency in MS Office, QuickBooks or other accounting software
- High attention to detail and ability to meet deadlines
- Exceptional organization and time management skills
- Strong ability to work independently and coordinate with team members as necessary
- Ability to apply discretion with confidential information

Physical Demands and Work Environment

- This position requires long periods of time at a computer
- Reliable access to electricity and the internet is essential
- This position is fully remote and enables you to choose a work environment suitable to you as long as you are able to focus and are able to communicate with clients or teammates via phone or chat.

Compensation and Benefits

- Salary Range: \$55K - \$65K per year DOE
- Benefits Include: Health, Dental and Vision, Life and LTD Insurance, Paid Time Off, Flexible Schedule
- Phone and Internet Stipend