



NEITZEL, LUKE &
SALOPEK, INC.

Accounting Manager – Client Accounting Services

Job Summary

Our Firm is seeking an experienced professional to lead our team of bookkeepers and accounting specialists. This role will report directly to the Firm's ownership.

Responsibilities & Duties

- Provide exceptional operational and accounting services to the Firm's clients
- Oversee the core functions of the Client Accounting Services team
- Ensure compliance with regulatory requirements and internal and external reporting and filing deadlines
- Review and file non-income tax governmental reporting and filing requirements, such as: Commercial Activity Tax (CAT), Unemployment, Workers' Compensation, 1099s, annual reports, Payroll Tax
- Train and mentor Client Accounting Services team members to allow them to excel in their careers
- Collaborate with team members in various service areas to provide pertinent financial reports and documents to assist with Assurance Services and tax compliance activities

Education & Experience

- Associate's degree preferred
- 5+ years working in a similar role preferred
- Quickbooks and Accounting CS experience a plus
- Fluency with the Microsoft Office Suite
- Managerial experience preferred

Skills

- Ability to communicate clearly and effectively with both internal and external customers
- Customer-based mindset
- Comfortable and confident working independently with minimal supervision

Full-time, Benefits, On-site

Please email resume to mike@nlacpas.com

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

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25000 Center Ridge Rd Ste 8, Westlake, OH 44145
440.835.1040 | www.nlacpas.com