

Accounting Manager

Part-Time or Full-Time, Flexible · Remote (U.S. Only)

Schedule	Part-time or full-time, flexible scheduling within client deadline requirements
Compensation	\$50–\$58/hour DOE
Location	Remote · Preference for CO, KS, or MO
Reports to	Partner

About the Role

Maxwell Accounting & Consulting is a boutique CPA-led firm providing outsourced accounting services to small and medium-sized businesses, nonprofits, and family offices.

We are seeking an Accounting Manager to oversee client engagements, review and elevate team work-product, and serve as a senior point of contact for a portfolio of clients. For many of our clients, we are their entire accounting function — this role requires the technical depth to build and improve processes, the judgment to lead client relationships, and the communication skills to translate complex financial information for non-accountant business owners.

Key Responsibilities

- Oversee month-end close and ensure accuracy across a multiple client accounts
- Prepare and review GAAP-basis and cash-basis financial statements, accrual schedules, and complex reconciliations
- Review workpapers and provide quality control feedback to Staff and Senior Accountants
- Serve as primary client contact for assigned engagements — manage expectations and communicate proactively
- Evaluate, recommend, and assist in implementing accounting and operational systems for clients (QBO, Bill.com, Ramp, payroll platforms, and other accounting or related software)
- Design and strengthen internal controls appropriate to client size and complexity
- Coordinate 1099 preparation, sales tax, property tax, and periodic compliance filings
- Lead audit and tax readiness preparation — coordinate with external auditors and tax advisors
- Identify process improvements across the firm's client portfolio
- Respond to client and team communications promptly and professionally

Required Qualifications

- 5+ years of accounting experience, including review or supervisory responsibility
- Experience managing financial reporting and/or tax compliance for small businesses, nonprofits, or multi-entity clients
- Strong Excel skills
- Strong command of GAAP, accrual accounting, and financial statement preparation
- Strong client communication skills, professional judgment, and discretion

Preferred Qualifications

- Current CPA license
- Advanced proficiency in QuickBooks Online. Familiarity with Bill.com, Ramp, or similar platforms a plus
- Experience evaluating or implementing accounting systems for clients

Benefits

- SIMPLE IRA retirement plan
- Paid sick, bereavement, and voting leave

To Apply

Send your resume and a 2–3 sentence note on your accounting background to info@maxwellaccounting.com. No cover letter. We review all applications and will be in touch.

Maxwell Accounting & Consulting, LLC is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by applicable law. Employment is at-will.