

Senior Accountant

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

Compensation	\$40–\$50/hour DOE
Schedule	Part-time, flexible scheduling within client deadline requirements
Location	Remote · Preference for CO, KS, MO, or FL
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 experienced Senior Accountant to manage client engagements independently, serve as a trusted point of contact for a portfolio of clients, prepare financial statements and workpapers, and review staff work-product. For many of our clients, we are their entire accounting function — this role carries real responsibility and requires sound judgment, strong communication, and a high degree of discretion.

Key Responsibilities

- Manage month-end close independently for a portfolio of clients
- Prepare and review financial statements, reconciliations, and supporting schedules
- Maintain GAAP-basis or accrual-basis records as required by engagement
- Oversee accounts payable, accounts receivable, and general ledger maintenance
- Handle 1099 preparation, sales tax, property tax, and periodic compliance filings
- Support audit and tax readiness — prepare workpapers, schedules, and respond to information requests
- Review and provide feedback on work prepared by Staff Accountants
- Assist in evaluating and recommending accounting systems (QBO, Bill.com, Ramp, payroll platforms) for clients
- Coordinate with client contacts and external advisors on reporting and year-end needs
- Respond to client and team communications promptly and professionally

Required Qualifications

- 3–5 years of accounting and/or tax experience, specifically related to small to mid-sized entities
- Experience managing multiple client engagements or entities simultaneously
- Strong Excel skills
- Solid understanding of GAAP and accrual-basis accounting
- Excellent attention to detail, professional judgment, and discretion
- Able to meet client deadlines consistently in a remote, independent work environment

Preferred Qualifications

- Current CPA license or CPA candidate
- Advanced proficiency in QuickBooks Online. Familiarity with Bill.com, Ramp, or similar platforms a plus.

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.