

Staff Accountant

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

Compensation	\$30–\$40/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 looking for a Staff Accountant to support client engagements across a varied portfolio. Staff may work across multiple client types and serve as part of the accounting team for clients who have no in-house accountants — which means discretion and professionalism matter as much as technical skill. Some exposure to tax compliance tasks (1099s, sales tax, property tax, charitable solicitation renewals, and periodic filings) is part of the role, as is supporting audit and tax readiness.

Key Responsibilities

- Maintain client accounting records in QuickBooks Online
- Record transactions, reconcile accounts, and support monthly close
- Prepare bank and balance sheet reconciliations
- Support accounts payable, accounts receivable, and general ledger maintenance
- Prepare financial statements and client-facing reports under senior review
- Assist with 1099 preparation, sales tax, property tax, and periodic compliance filings
- Support audit and tax readiness — organize workpapers, prepare schedules, and respond to information requests
- Maintain organized digital documentation and audit trail
- Respond to client and team communications promptly and professionally

Required Qualifications

- 1–3 years of accounting experience
- Strong Excel skills
- Strong attention to detail, reliable communication, and professional discretion
- Able to meet client deadlines consistently in a remote, independent work environment

Preferred Qualifications

- Proficiency in QuickBooks Online. Familiarity with Bill.com, Ramp, or similar platforms a plus.
- Experience with small business, nonprofit, or multi-client accounting
- 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.