

ACCOUNTANT

Introduction

Computer Solutions is adding an Accounting professional to be part of a dynamic accounting department focused on providing exceptional support to the company's leadership, team members and valued clients.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP, IBM, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of \$1 million in 1984 to \$68 million in 2016. Our valued workforce of over 70 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

Position Summary

The Accountant will be a key contributor within the Computer Solutions administrative support team and will be responsible for participating in all aspects of accounting operations, financial reporting, forecasting and budget preparation, financial management and audit functions of the business. The successful candidate must take ownership of their areas of responsibility and demonstrate exceptional decision-making.

Responsibilities

- Support the Controller in all matters related to the Accounting department and the company's financials as well as serve as backup to the Controller during their absence.
- Develop a working knowledge of the functional areas of the Accounting, Purchasing/Receiving and Warehousing departments
- Perform required daily accounting functions
- Prepare monthly journal entries and process assigned account reconciliations and bank reconciliations
- Apply judgment and correctly interpret accounting requirements to ensure accounting entries are properly recorded, and substantiated
- Prepare and review monthly internal financial statements, and perform analysis as needed
- Assist in research of technical accounting issues as needed
- Assist in preparation of weekly forecasts, annual budgets and quarterly reporting required by 3rd parties
- Participate in the completion of monthly, and year end close processes and related responsibilities for the accounting department
- Assess and recommend enhancements and improvements to processes and procedures policy changes as needed. Implement policy changes across affected departments assisting as "change champion".
- Participate in cross training and coverage of other Accounting areas of responsibility. Maintain flexibility to assist in other areas during periods of peak activity
- Participate in annual audit and federal and state tax compliance and reporting efforts
- Administer all aspects of accounting for capital assets
- Perform other duties and special projects as assigned

Job Skills Requirements

- 3-5 plus years related work experience in the Accounting or Finance field
- Bachelor's Degree in Accounting or Finance
- CPA license (completion of or progress towards licensure acceptable)
- Microsoft Office/Suite proficient with advanced Excel skill sets preferred
- Working knowledge of Accounting/ERP software with previous experience in payroll functions and processing preferred

- Strong understanding of GAAP Accounting Principles and recent accounting pronouncements
- Experience with accruals, journal entries, account reconciliations and the audit/testing of supporting documentation
- Strong work ethic with positive attitude
- Self-motivated, detail-oriented with the ability to work independently exercising sound decision-making.
- Team player with the ability to work effectively with all levels of the organization
- Excellent critical thinking and problem solving skills
- Exemplary time management, organizational and multi-tasking skills
- Excellent verbal and written communication skills