

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 Inc, HP Enterprise, VMware, Rubrik, HPE Nimble, F5, Microsoft Azure, Microsoft365 to name a few. 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 from \$1 million in 1984 to \$74 million in 2020. Our valued workforce of over 80 highly trained and certified staff creates the culture of success within Computer Solutions, having been rated the *#1 Best Companies to Work for in San Antonio* in 2021 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. The successful candidate must take ownership of their areas of responsibility and demonstrate exceptional decision-making.

Responsibilities

- Support the Controller and Senior Accountant in all matters related to the accounting department and the company's financials as well as serve as backup to the Controller and Senior Accountant during their absence.
- Develop a working knowledge of the functional areas of the Accounting, Sales, Purchasing/Receiving and Warehousing departments
- Perform required daily accounting functions with specific focus on Accounts Receivable activities such as:
 - Monitoring the status of outstanding collection activity to identify problem areas and adopts procedures to improve the overall collections process.
 - Conducting periodic account reviews to identify and follow up on key accounts to ensure effective collection and customer service satisfaction.
 - Assisting in the development, documentation, and administration of effective credit and collections strategies and initiatives.
- Prepare monthly journal entries and process assigned account reconciliations and bank reconciliations as needed
- Apply judgment and correctly interpret accounting requirements to ensure accounting entries are properly recorded, and substantiated
- Assist in research of technical accounting issues as needed
- Participate in the completion of monthly, and year end close processes and related responsibilities for the accounting department
- Participate in annual audit and federal and state tax compliance and reporting efforts
- 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
- Microsoft Office/Suite proficient with advanced Excel skill sets preferred
- Working knowledge of Accounting/ERP software with previous experience in accounts receivable 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

- 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 customer service presence with proven verbal and written communication skills