

SENIOR 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 is a leading technology solutions provider serving South Texas, delivering innovative hardware, software, cloud, cybersecurity, managed IT, and professional services solutions. Since 1984, we have grown from a \$1 million business to nearly \$90 million in annual revenue, serving approximately 300 organizations through strategic partnerships with industry leaders such as Microsoft, Cisco, HPE, HP Inc., VMware, Rubrik, and F5. Our success is driven by more than 80 highly skilled and certified professionals dedicated to helping clients achieve their business objectives through trusted technology solutions, exceptional service, and long-term partnerships. Recognized as the #1 Best Place to Work in San Antonio by the *San Antonio Business Journal* in 2023, we remain committed to delivering excellence for both our clients and our employees.

Position Summary

The Accountant position combines strong accounting fundamentals, attention to detail, process discipline, business curiosity, and systems aptitude. This individual can execute transactional accounting responsibilities while progressively taking ownership of more complex accounting functions, process improvements, and leadership responsibilities as the organization grows. The position reports to the Controller and serves as a key contributor to the strength, accuracy, scalability, and continuity of the accounting function.

Responsibilities

General Ledger & Month-End Close

- Prepare and post journal entries.
- Maintain accrual, prepaid, and recurring schedules.
- Reconcile assigned balance sheet accounts.
- Support and progressively own month-end close activities to ensure timely and accurate financial results.

Account Reconciliations

- Reconcile bank accounts, credit cards, fixed assets, prepaid expenses, accrued liabilities, and other balance sheet accounts.
- Investigate variances, resolve discrepancies, and maintain supporting documentation.

Financial Reporting & Analysis

- Prepare monthly financial statements and supporting schedules.
- Assist with departmental and management reporting.
- Perform variance analysis and support budget-to-actual reporting.

Accounts Payable & Accounts Receivable Coordination

- Partner with A/P and A/R specialists to ensure accurate and timely transaction processing.
- Reconcile subledger activity to the general ledger.
- Assist with issue resolution and provide backup coverage when needed.

Payroll & Benefits Accounting

- Support payroll preparation and review processes.
- Prepare payroll-related journal entries and reconciliations.
- Assist with commissions, bonuses, benefit accruals, and documentation required by the third-party payroll provider.

Inventory, Revenue & Services Accounting

- Support accounting for hardware sales, software subscriptions, professional services, managed services, inventory, project costs, deferred revenue, and cost of goods sold.
- Ensure transactions are recorded accurately and in accordance with accounting policies.

Audit, Tax & Compliance Support

- Prepare audit schedules and supporting workpapers.
- Respond to requests from auditors and external advisors.
- Assist with tax-related reporting and documentation requirements.

Internal Controls & Documentation

- Maintain and improve accounting procedures, workflows, and documentation.
- Support compliance with internal controls, approval processes, and accounting policies.
- Ensure accurate audit trails and well-organized financial records.

Process Improvement & Systems Utilization

- Identify opportunities to streamline accounting operations and reduce manual effort.
- Leverage NetSuite and other business systems to improve reporting, automation, data quality, and efficiency.
- Participate in accounting system enhancements and process improvement initiatives.

Cross-Training & Departmental Support

- Develop knowledge across A/P, A/R, payroll, close, reporting, and operational accounting functions.
- Provide backup coverage for critical accounting activities.
- Help strengthen departmental redundancy and business continuity.

Budgeting, Forecasting & Special Projects

- Assist with annual budgeting and periodic forecasting processes.
- Support financial analysis and reporting requests from leadership.
- Participate in accounting, reporting, system implementation, and process improvement projects.

Professional Growth & Leadership Development

- Demonstrate ownership, accountability, and sound judgment in assigned responsibilities.
- Mentor cross-trained team members as appropriate.

- Develop the technical, business, and leadership skills necessary to assume broader accounting responsibilities over time.

Job Requirements

- Bachelor's degree in accounting, Finance, or a related field.
- 3–7 years of progressive accounting experience, including exposure to general ledger accounting, account reconciliations, month-end close, and financial reporting.
- Strong understanding of GAAP, accrual accounting, financial statement preparation, and balance sheet account reconciliation.
- Experience supporting Accounts Payable, Accounts Receivable, payroll, and general ledger processes.
- Advanced Microsoft Excel skills, including PivotTables, VLOOKUP/XLOOKUP, formulas, data analysis, and reconciliation techniques.
- Ability to quickly learn and leverage accounting and reporting technologies; Experience working with NetSuite ERP systems highly desired.
- Strong analytical, organizational, problem-solving, and time-management skills.
- Ability to manage multiple priorities while meeting recurring deadlines with a high degree of accuracy.
- Effective written and verbal communication skills, with the ability to work collaboratively across departments and explain financial information to non-financial stakeholders.

Preferred Requirements

- CPA, CMA, or active progress toward professional certification.
- Experience in technology products, managed services, professional services, distribution, or project-based business environment.
- Experience with inventory accounting, revenue recognition, deferred revenue, commissions, sales tax, service contracts, or multi-state operations.
- Previous experience supporting audits, tax compliance activities, internal controls, or accounting policy documentation.
- Demonstrated experience identifying process improvements, implementing automation, or improving accounting workflows and reporting efficiency.