



## Client Controller (Part Time/Remote)

Rock Creek Consulting Group is a well-respected boutique accounting firm focused on helping businesses thrive. We offer an array of accounting services for our clients, from basic bookkeeping, payroll processing, financial reporting to CFO level strategic advice.

Our firm is built on the principles of quality over quantity. We pride ourselves on providing the highest quality services at affordable prices. We also believe in giving back to the community in which we service and promoting a safe and flexible work environment.

We're looking for a Part Time Client Controller to be the lead accountant responsible for leading the team through successful engagements with our clients. We have close on-going relationships with our business clients – we never just see our clients once a year (how can we proactively help them when we see them after the fact?), and we only prepare tax returns for clients who we have monthly engagements with.

We offer a fun, relaxed and professional virtual environment, competitive salary and benefits, and bonus incentives. This position is part time and is a fully permanent remote position.

Are you a self-starter, the kind of person who likes to wear different hats, can take ownership, and manage projects – in addition to nurturing clients and help grow our business? If so, this is a great career opportunity!

### Here's what you'll do:

- Prepare monthly financial statements and reports for client review
- Prepare budget and forecasting statements, including cash flow and other strategic planning
- Develop direct relationships with assigned clients; meet with each client quarterly at a minimum, monthly in most cases
- Perform individual client budgeting and resource management; provide ongoing mentoring
- Host weekly client meetings relating to ongoing work-in-progress and special projects
- Support external audits and tax preparations
- Manage staff and resources in the US and offshore
- Prepare internal management summary reports
- Prepare internal client analysis reports
- Develop and maintain client action plans
- Manage compliance for state and local sales, property, and other business licenses and taxes

### Requirements:

- Ability to work independently in a fast-paced environment
- Ability to manage and prioritize multiple deliverables



- Strong communication skills
- Strong management skills
- Strong technical accounting skills
- Comfort with various GL packages and Excel
- Knowledge of budgeting and forecasting
- Bachelor's in Accounting/Finance a plus
- 5 or more plus years of relevant experience in accounting operations
- CPA or MBA preferred

### **Our Perks:**

We're a company where you can balance great work with a great life. We believe that taking care of our people is the right thing to do.

- Competitive pay based on the work you do here and the contributions you make
- Working remote – all the time. We've been a remote company since 2019 and love it. We're never going back!
- We value teamwork. Experience what being a part of the Rock Creek team feels like. You'll be encouraged and recognized by your teammates.
- Be inspired by our personal development goals, they exist because we care.
- Health insurance for you and your dependents.
- 401k retirement with company match after 1 year.
- Generous paid time off.
- Time to devote to volunteer programs and projects that you love.
- Generous family-friendly time off program and family leave.
- We're all professionals focused on results, so you'll have flexibility to work when you're most productive and make time for the personal things that matter most to you.

### **What you'll bring with you:**

Education and Experience – We need a licensed tax preparer in Oregon or someone who's willing to transfer their license to Oregon. You'll also need prior senior level accounting and management experience.

Software Experience – We use Office 365, Slack, Asana, Bonusly, and more to keep us moving forward. QuickBooks and Gusto are some of the tools our clients use.



Communication & Judgement – We need someone who can problem-solve and communicate with the team and clients in a professional and organized way. It's important.

Quality & Organization – We don't want to micromanage you. Honestly, that the last thing we want to do. We need you to be self-motivated and have excellent time management and organizational skills and a "can do" attitude. Our standard means you'll have a high degree of accuracy, strict attention to detail and a focus on quality-first.

Motivation – Desire to grow and learn.

Teamwork – Ability to be a team player and support others so that everyone wins together.

---

**If this sounds like you and you want to work for a firm that cares about you the community, then please apply today by submitting your cover letter and resume to [info@rockcreekcg.com](mailto:info@rockcreekcg.com).**