



Staff Accountant

Why Choose to Work with Us

At SMG ABA LLC, we take pride in being more than just an accounting firm. We foster a unique team spirit that sets us apart from our competitors. Guided by a set of core values, we have established ourselves as a six-time Inc. 5000 company, demonstrating our unwavering commitment to success and continuous growth. With headquarters in Islandia, New York, and additional offices in New York City and St. Petersburg, Florida, we offer a dynamic and vibrant work environment.

As part of the SMG ABA team, you will be surrounded by individuals who value hard work, encourage personal and professional growth, and celebrate achievements together. We recognize the importance of each team member's contributions and provide a supportive atmosphere where your efforts are acknowledged and rewarded when we reach our goals.

What you will do as a Staff Accountant

- Reconcile multiple clients' accounts on a daily/weekly basis, ensuring accuracy and completeness
- Record entries from point-of-sale systems, maintaining meticulous records of financial transactions
- Handle weekly payroll processing, ensuring accurate and timely recording of payroll clearings.
- Perform bank, credit card, and loan account reconciliations, identifying and resolving discrepancies
- Manage accounts payable functions, including recording vendor invoices, debit memos, and processing check payments
- Handle accounts receivable tasks, including recording customer invoices, credit memos, refunds, and payments
- Utilize bank feed and download features, mapping and coding accounts for streamlined and efficient processes
- Generate weekly/monthly profit and loss reports and comparative analyses to identify irregularities and potential areas for improvement.
- Assist with payroll tax and sales tax preparation functions, ensuring compliance with regulatory requirements
- Contribute to monthly closeout procedures by reconciling payable, prepaid, and accrual entries

Qualifications and attributes you will need

- Minimum of 2-3 years of accounting/bookkeeping experience, with proficiency in QuickBooks.
- Solid understanding of journal entries, debits, and credits, demonstrating a strong foundation in accounting principles
- Detail-oriented and deadline-driven, with the ability to maintain accuracy in a fast-paced environment
- Strong analytical and problem-solving skills, capable of identifying and resolving financial discrepancies
- Exceptional client service skills, providing proactive support and building strong relationships with clients
- Goal-oriented and purpose-driven mindset, consistently striving for excellence in all aspects of work
- Versatile and adaptable, capable of handling a variety of accounting tasks and adjusting to changing priorities
- Results-oriented mindset, demonstrating a proactive approach to achieving targets and meeting deadlines
- Strong multitasking abilities, effectively managing multiple projects and priorities simultaneously

Benefits and Perks of Joining the SMG ABA Team

At SMG ABA, we value our team members and offer a comprehensive benefits package to support their well-being and professional growth. Joining our team comes with the following perks:

- Almost 100% employer-paid Medical Insurance premium for team members
- Dental and vision insurance coverage
- 401(k) retirement plan with employer matching
- Additional ancillary insurance options
- Paid time off, allowing you to recharge and maintain work-life balance
- Employee volunteer program, offering additional time off for community involvement
- Mentor program to support your professional development and growth
- Onsite paid continuing education opportunities to enhance your skills
- Engaging team-building events and outings to foster a positive work environment

Salary: \$75,000 - \$85,000

To apply: Email resume to hr@smgaba.com