Accounting Assistant / Client Accounting

Position Summary

Lally Group, PC is a growing full-service accounting and consulting firm committed to our team members and dedicated to being a trusted business advisor to our clients.

We are seeking an experienced **Accounting Assistant** to join our team. This position plays an important role in providing bookkeeping, payroll, and accounting support services to a diverse client base. The ideal candidate is detail-oriented, organized, client-focused, and knowledgeable in payroll processing and bookkeeping functions.

Essential Responsibilities

Payroll Services

- Process client payrolls accurately and efficiently.
- Prepare payroll tax filings and related payroll reports.
- Generate quarterly and year-end payroll reports.
- Ensure compliance with federal, state, and local payroll regulations.
- Assist clients with routine payroll-related questions and requests.

Client Accounting & Bookkeeping

- Maintain accurate and complete financial records for multiple clients.
- Record and classify financial transactions in accordance with client and firm standards.
- Perform bank, credit card, and balance sheet reconciliations.
- Prepare journal entries and assist with general ledger maintenance.
- Identify discrepancies and work to resolve accounting issues in a timely manner.

Financial Reporting Support

- Prepare and maintain supporting schedules and reports.
- Assist with tax return preparation and client accounting projects.
- Support accountants with client engagements and other accounting-related activities.

Administrative & Client Support

- Manage electronic documents and maintain organized client files.
- Perform data entry and other administrative duties as needed.

- Communicate professionally with clients, vendors, and team members.
- Contribute positively to firm culture through collaboration, accountability, and teamwork.

Compliance & Professional Development

- Maintain confidentiality of client and firm information.
- Ensure accuracy and compliance with applicable accounting and payroll regulations.
- Develop and maintain proficiency in firm software applications and processes.
- Identify opportunities to improve client service, efficiency, and internal processes.
- Participate in ongoing professional development and training opportunities.

Qualifications

Required

- High school diploma or equivalent.
- Valid driver's license and reliable transportation.
- Minimum of three (3) years of payroll processing experience.
- Minimum of one (1) year of bookkeeping experience.
- Strong knowledge of federal, state, and local payroll tax regulations.
- Experience with:
    - General ledger accounting
    - Account reconciliations
    - Balance sheet reconciliations
    - Journal entries
- Strong attention to detail and commitment to accuracy.
- Excellent verbal and written communication skills.
- Ability to manage multiple priorities and deadlines in a team-oriented environment.
- May be required to travel to client’s office (Must have reliable transportation).
- Ability to work overtime, as needed.

Preferred

- Associate degree in Accounting, Business, Finance, or a related field.
- Experience with QuickBooks Online, QuickBooks Desktop, Gusto, Work Force Payhub, and Sage 50.
- QuickBooks ProAdvisor Certification.
- Experience working in a CPA firm or professional services environment.

Work Environment & Schedule

- Full-time, onsite position.

- Additional hours should be expected during January and throughout tax season based on client deadlines and business needs.

Why Join Lally Group?

At Lally Group, you will be part of a collaborative team that values professional growth, exceptional client service, and continuous improvement. We are committed to helping our team members develop their skills and build rewarding careers within our firm.

One recommendation: If your goal is to create a true feeder role into the Client Accounting Associate position, I would consider reducing the bookkeeping requirement from **3 years required** to **1-3 years preferred** and allowing strong payroll/bookkeeping candidates with an associate degree or certification. In today's market, that will significantly expand your candidate pool without lowering the quality standard.