



Job Title: CAAS Senior Accountant – Month-End Close Focus

Position Summary

We are seeking an experienced and detail-oriented CAAS Senior to manage a portfolio of approximately 15-20 clients. This role is responsible for overseeing the full month-end close process, maintaining accurate financial records, and delivering timely financial reporting. The ideal candidate thrives in a fast-paced, multi-client environment, enjoys process improvement and is committed to delivering high-quality service.

Key Responsibilities

Client Portfolio Management

- Manage and oversee accounting services for approximately 15- 20 clients across various industries
- Serve as primary contact for day-to-day accounting matters
- Build strong client relationships and ensure timely communication

Month-End Close

- Lead and execute full month-end close process for assigned clients
- Prepare and review journal entries, accruals, payroll reconciliations, and account reconciliations maintaining a high accuracy rate with minimal review notes
- Oversee A/P, A/R, payroll entries, and general ledger maintenance
- Ensure adherence to timely completion of monthly close checklist and quality standards
- Analyze financial statements for accuracy and completeness, providing variance analysis and meaningful financial insights
- Identify and resolve discrepancies proactively
- Prepare monthly financial statements (P&L, Balance Sheet, Cash Flow)
- Assist clients with budgeting, forecasting and KPI tracking as needed
- Ensure compliance with GAAP and internal policies

Drive Process Improvement & Utilize Technology

- Identify inefficiencies and implement process improvements to increase efficiencies in accounting workflows to reduce manual tasks

- Document standardized close procedures and continuously evaluate systems and recommend enhancements
- Support accounting system implementations and upgrades
- Support implementation of best practices to improve accuracy and turnaround time using AI tools to enhance reconciliation, reporting, and data analysis
- Improve reporting efficiency through automation and intelligent data tools
- Leverage AI-enabled tools to automate transaction coding, accelerate reconciliations, and enhance variance analysis, while exercising professional judgment to validate outputs.
- Proactively identify opportunities to incorporate AI and workflow automation into the month-end close process to improve accuracy, efficiency, and client reporting quality.

Supervision & Collaboration

- Review work of Staff Accountant and other team members
- Provide training and mentorship
- Collaborate with tax and advisory teams when needed

Qualifications

- Bachelor's degree in Accounting or related field
- 5+ years of accounting experience (public accounting or CAS preferred)
- Strong understanding of month-end close procedures and GAAP
- Experience managing multiple clients simultaneously
- Proficiency in accounting software (e.g., QuickBooks Desktop, QBO and NetSuite, etc.)
- Proficiency in Excel (pivot tables, lookups, data analysis)
- CPA or CPA-track preferred

Core Competencies

- Strong organizational and time-management skills
- High attention to detail and accuracy
- Ability to prioritize and manage multiple clients and deadlines within budgeted time
- Client-service mindset and team oriented



- Analytical mindset with problem-solving skills
- High level of accountability and ownership
- Effective verbal and written communication

In compliance with Massachusetts law, CRR is committed to pay transparency. The pay range for this position is \$85,000 – \$95,000 per year, which represents the anticipated base salary range for new hires. Actual compensation will be determined based on factors such as relevant experience, skills, education, and internal equity.

Interested candidates should forward a resume and cover letter (both in PDF format) to:

Megan Smith
Director of Marketing
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