



## **Job Title: CAAS Staff Accountant – Month-End Close Focus**

### **Position Overview**

We are seeking a detail-oriented **CAAS (Client Accounting & Advisory Services) Staff Accountant** with a strong focus on month-end close processes. This role is responsible for managing and executing timely and accurate financial close procedures for multiple clients across various industries. The ideal candidate thrives in a deadline-driven environment, enjoys process improvement, and delivers high-quality financial reporting.

### **Key Responsibilities**

#### **Day-to-Day Activities**

- Download and review bank and credit card transactions weekly/monthly
- Code transactions and ensure proper classification in the general ledger
- Investigate and resolve discrepancies in account balances
- Communicate with clients regarding missing documentation or unusual transactions
- Process client vendor invoices and post customer payments
- Post Revenues from 3rd party applications, client documentation or banks into the accounting system

#### **Month-End Close Execution**

- Perform full-cycle month-end close for assigned clients (15-30 clients)
- Prepare and post journal entries (accruals, prepaids, depreciation, amortization)
- Reconcile bank, credit card, and balance sheet accounts
- Perform data imports to support reconciling balance sheet accounts.
- Prepare, post and reconcile payroll journal entries for multiple clients/entities, inclusive of posting wages, taxes and benefits and allocations by departments.
- Review general ledger activity for accuracy and completeness
- Analyze financial results and provide variance explanations and identify unusual fluctuations

- Reconcile subledgers (AR/AP) to the general ledger, reviewing balances over 90 days
- Maintain and update fixed asset schedules
- Update close checklists and track progress against deadlines
- Prepare supporting schedules and tie-out workpapers
- Upload documentation into client portals or firm systems

### **Client Support & Communication**

- Respond to client emails and accounting-related inquiries
- Follow up on outstanding receivables or vendor discrepancies
- Provide guidance on expense coding and general accounting matters
- Document client processes and recommend improvements

### **Systems & Process Improvement**

- Utilize accounting software (e.g., QuickBooks, Sage, NetSuite, or similar platforms)
- Identify opportunities to streamline close processes and improve efficiency
- Maintain organized and audit-ready workpapers
- Ensure compliance with GAAP and firm standards
- Maintain and update recurring journal entry templates
- Create or refine close checklists for efficiency
- Ensure consistent file naming and documentation standards
- Assist in onboarding new clients and setting up accounting systems
- 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.

## **Qualifications**

- Bachelor's degree in Accounting or related field
- 2–5 years of accounting experience (public accounting or outsourced accounting preferred)
- Experience with month-end close processes required
- Strong understanding of GAAP
- Proficiency in Excel (pivot tables, lookups, data analysis)
- CPA eligibility or progress toward CPA is a plus

## **Key Competencies**

- Strong attention to detail and organizational skills
- Ability to manage multiple clients and deadlines within budgeted time
- Analytical mindset with problem-solving skills
- Effective written and verbal communication
- High level of accountability and ownership

In compliance with Massachusetts law, CRR is committed to pay transparency. The pay range for this position is \$70,000 – \$80,000 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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