

## **Job Description:**

Keeton CPA is a public accounting firm providing deep accounting, auditing and tax expertise in Southern Nevada. Our current focus is functioning as the accounting department, Controller and/or CFO of highly complied for-profit and non-profit organizations in Southern Nevada.

Position Description: Payroll and Disbursement's Accountant

### Requirements:

- The ideal candidate for this position will have a minimum of an Associate's Degree in Business with an emphasis accounting from an accredited University.
- GPA of 3.25 or higher.
- Must be able to work in a dynamic accounting environment handling several clients.
- Must have an aptitude for detail.
- A strong understanding of basic accounting concepts and GAAP.
- Ability to take a topic and apply in many situations.
- Strong PC skills in Excel, Word, and PowerPoint.
- Strong written and verbal communication skills.
- Ability to work without direct supervision and work independently.
- Be highly motivated and well organized.

### Job Duties:

- Process payroll for several clients and be the payroll accountant on the overall client accounting team.
- Be the payroll accounting liaison to the CFO, Human Resources and Benefits groups.
- Work with the CFO on how Human Resources and benefits change with each client and employee pay.
- Be able to communicate with local and state payroll tax authorities and our payroll companies on various tax questions that arise.
- Be a critical resource to client employees on payroll related questions, noting that each client has rules specific to them.
- Participate in month end close on various payroll and benefit items.
- Assist the CFO on benefit and payroll related items that may be grant related.
- Process payable and disbursement's accounting under the firm's disbursement process.
- Participate in month end close on various payable and disbursement's accounting items.
- Perform accounting duties as a staff person as determined with each engagement/assignment by the CEO/Managing Member pending request skill set.
- Interact with all levels of client personnel from the CEO to the accounting clerk and operations personnel.
- Travel to client locations, including limited out of town, given adequate notification.
- Be able to read and comprehend technical material from governing bodies including the SEC, FASB, and the AICPA among others.
- Construct files and document work in a format clearly and consistently, within firm policy.

\*\* The above job description may be amended or altered at any time with the permission of the managing member.

**Quality and Integrity are essential in business. How can we help you?**

Lynda R. Keeton CPA, LLC dba Keeton CPA  
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- Timely and accurately fill out time reports and submit them to ensure accurate and timely client billing and payroll processing.
- Attend a minimum of 24 hours of yearly training when identified to enhance professional knowledge.
- Work as the assistant to the managing member in a manner consistent with that of an accounting professional.

#### Pay Rate and Benefits:

- \$28,000 per year or \$13.46 per hour { \$28,000 / 2,080 hours per year }
- 80 hours of vacation time after 1 year of full-time employment.
- Employees are required to be paid through direct deposit to a bank of their choosing. Pay dates are the 7<sup>th</sup> and 22<sup>nd</sup> of the month.
- Full-time employment is an average of 38 hours per week over a 52-week period commencing on the employee's start date (for health and dental coverage the average hours per week are 30 or as may be documented in the Keeton CPA employee handbook).
- All firm personnel are permitted 4 hours per quarter of non-chargeable and socially oriented work, e.g. volunteering in their child's classroom, charitable services, etc. This time is to be conducted under the name of the employee and not the firm name.
- The following are firm holidays. These holidays vest after an employee's introductory period.
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving and day after
  - Christmas Eve and Day
  - New Year's Day

After successfully completing the introductory period, due to the days that holidays fall in the year, full-time staff is also awarded 2 additional floating holidays which may be used April 15 through December 30, but not be carried over into the next calendar year. Floating holidays may not be used in the last two weeks of employment.

#### Dress Code

Generally, the client environment requires a dress code of business casual. Business casual includes slacks, dresses, skirts and collared shirts. Business casual *does not* include jeans, shorts or khaki's.

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