

## **ACCOUNTANT – FULL SERVICE BOOKKEEPER WITH WORK-LIFE BALANCE**

HSMC Orizon is a progressive and growing CPA firm with offices in the Omaha and Kansas City metropolitan areas. We currently have an opportunity for a full service accountant to join the accounting services team in our West Omaha office. Experience the unique opportunity of working with an exceptional team for a variety of clients!

### **What We Offer**

This is an opportunity to continue your accounting career with a CPA firm recognized for excellence and also leverage your skills and experiences to succeed both professionally and personally. We provide a different experience than other firms with a fierce dedication to work/life balance. Our associates enjoy flexible schedules as well as Friday afternoons off in the summer. We offer:

- Competitive compensation package that rewards performance
- Generous benefits package including health, life and disability insurance, 401(k), and a unique PTO plan
- Work/life balance with a flexible or part-time schedule
- Friday afternoons off in the summer
- Community involvement and internal program activities
- Continuing education and personal development

### **Who You Are**

A qualified professional who not only possesses the technical skills and knowledge to get the job done, but also has the desire to work with a team and for a variety of clients. You are positive, confident, and thrive in a progressive environment.

### **What You Will Do**

Work and communicate directly with clients and our accounting services team to provide accounting assistance for multiple clients across a variety of industries.

### **What You Will Be Responsible For**

- General ledger accounting and account reconciliations
- Payroll processing and reporting
- Financial statement preparation
- Responding to client's needs and working with the team to provide solutions Proactively managing your workload by monitoring projects and working with team leaders
- Coordinating with other departments to deliver client services in a cohesive manner

### **What You Should Possess**

- Associates degree with 2 years' experience or Bachelor's degree in accounting
- Understanding and experience in all aspects of accounting and payroll

- Experience of ability to understand a full set of books through financial statements
- Knowledge of payroll processing, reporting and compliance requirements
- Proficiency in Microsoft Office applications and capacity to gain proficiency in other software applications.
- Desire to use technology to gain efficiency
- Ability to work both independently and as part of a team
- Strong analytical, organizational, communication and interpersonal skills
- Ability to perform and manage multiple tasks
- Ability to develop and maintain strong client relationships

**Where You Will Be Working**

Our office located in West Omaha, Nebraska.

**What You Need to Do**

If you believe you are a good fit for this position, please email your resume to [careers@hsmcorizon.com](mailto:careers@hsmcorizon.com) with the subject line "Bookkeeper."