



## **JOB POSTING**

### ***Director of Accounting & Bookkeeping Services***

#### ***Why work for Buckeye Bookkeeping?***

It is a G-R-E-A-T place to work! Earn a competitive wage in a forward-thinking small business environment located in an attractive second story renovated building in the heart of downtown Delaware close to eateries and shopping. Some of the great #workperks include:

- Paid Time Off (PTO)
- 8 paid holidays
- Certification reimbursement
- Mileage and telephone reimbursement
- Free parking
- Other benefits
- Flexible remote work available
- Starting salary of \$58,000-62,000



#### ***Who is Buckeye Bookkeeping?***

Buckeye Bookkeeping Services is a woman-owned entrepreneur business that provides professional bookkeeping and accounting services as well as consulting to small and medium-sized businesses and nonprofit organizations.

#### ***Our Purpose & Values***

Buckeye's purpose is to build proven and trustworthy relationships with a focus on client success. Our values are *Collaborative, Client Focused, Accurate, Reliable, & Passionate.*



## ***What will you do as Director of Accounting & Bookkeeping Services?***

### ***Essential Job Functions***

#### **Managerial/Administrative Services**

- Serve as a key leadership team member contributing ideas and input for strategic decisions to implement the Company's best practices, policies, procedures, and expectations.

#### **People/Team Member Services**

- Manage a team of Bookkeepers and Accountants including the day-to-day oversight of work performed, employee performance outcomes, training, and offer positive reinforcement and opportunities for employee engagement.

#### **Accountant Services**

- Provide support and maintain regular communications with various stakeholders and clients.
- Collect and organize client information and coordinate year-end accounting.
- Other duties as assigned.

### ***What you need to be successful!***

- Accounting and bookkeeping background with at least 2 years of supervisor experience required.
- A commitment to maintain excellent client service and delivery.
- Strong business insight and strategic thinking/planning skills.
- Skills in implementing sound business processes and monitoring key business metrics.
- Exceptional organizational skills with attention to detail including strong written and verbal skills.
- An enterprising attitude to identify and resolve potential problems.
- Honest, ethical, and moral behavior regarding operations, interactions, and client confidentiality.
- Continued interest in learning about the industry to help the business continue to grow.

### ***Want to be a proud member of the Buckeye Bookkeeping Team?***

Click this link: [\*\*\*Apply - Director of Accounting & Bookkeeping Services\*\*\*](#)

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***Employee Testimonial*** - *Melissa has brought together a unique team of talented professionals with extensive backgrounds in various areas that truly complement each other. This provides a strong platform from which to service our client base for over 15 years in the Central Ohio area. The renovated workspace accommodates different work styles, and the company culture focuses on work-life balance which is exceptional here at BBS! Lori*

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