

BEACON ACCOUNTING & MANAGEMENT SOLUTIONS, INC.

Part-Time Staff Accountant | Client Accounting & Tax Services

Location: Snellville, Georgia | Onsite | Flexible schedule

Employment Type: Part-Time, nonexempt W-2 employee

Compensation: \$20–\$25 per hour, based on experience

Schedule: Approximately 15–20 hours per week, with potential for additional hours during tax season

Reports To: Director of Accounting Services

ABOUT BAMS

Beacon Accounting & Management Solutions, Inc. (BAMS) is a growing boutique accounting and financial management firm specializing in accounting, financial reporting, tax preparation, and advisory services for nonprofit organizations and small businesses. Our mission is to provide accurate financial information, strengthen financial accountability, and help organizations build sustainable operations.

POSITION OVERVIEW

BAMS is seeking a motivated, detail-oriented Part-Time Staff Accountant to support our growing client portfolio. The Staff Accountant will assist with bookkeeping, reconciliations, and tax compliance while working directly with firm leadership across multiple industries. This role offers hands-on experience in a boutique accounting firm and welcomes applicants who meet the qualifications below, regardless of career stage.

KEY RESPONSIBILITIES

Client Accounting & Bookkeeping

- Maintain accurate financial records for assigned clients using QuickBooks Online.
- Record journal entries and maintain general ledger accounts.
- Reconcile bank accounts, credit cards, and balance sheet accounts.
- Assist with accounts payable and accounts receivable activities.
- Assist with nonprofit bookkeeping, grant and restricted-fund tracking, and functional expense classifications.

Tax Preparation & Compliance

- Assist with preparing individual and business tax returns (Forms 1040, 1065, 1120-S, and 990) and Forms 1099.
- Organize tax documentation and prepare supporting workpapers.

Client Communication & Workflow Management

- Communicate professionally with clients regarding missing documentation and routine accounting matters.
- Maintain organized client records and update tasks in the firm's practice management software.
- Track time accurately and meet established deadlines.

QUALIFICATIONS

Education

- Currently pursuing or holding a bachelor's degree in accounting; or
- Holding an associate's degree in accounting or a related business field.

Experience

- Previous accounting, bookkeeping, internship, or related work experience preferred but not required.
- Understanding basic accounting principles, journal entries, financial statements, and account reconciliations.

Technology Skills

- Proficiency with Microsoft 365 (Excel, Outlook, Word, Teams) and comfort working on Apple/Mac computers.
- Familiarity with QuickBooks Online, or willingness to develop proficiency.
- Willingness to learn cloud-based accounting, automation, and AI-assisted tools.

IDEAL CANDIDATE

We are looking for someone who is:

- Detail-oriented, accurate, and organized in managing multiple deadlines.
- Proactive and dependable, follows through, and welcomes questions and feedback.
- A professional communicator who maintains confidentiality.
- Analytical, eager to learn, and interested in growing with the firm.

WORK SCHEDULE & ENVIRONMENT

This is a part-time, onsite position based in Snellville, Georgia. Future full-time opportunities may be available depending on business needs, but conversion to full-time employment is not guaranteed. Eligibility for any benefits is subject to the terms of the applicable benefit plans.

- Flexible scheduling to accommodate external commitments.
- Some availability during regular business hours is required.

HOW TO APPLY

Interested candidates should submit a cover letter and resume highlighting their education, accounting coursework, experience, and technical skills to hello@lamBams.com.

Smart. Sustainable. Service.

BAMS is an equal opportunity employer and welcomes applicants from all backgrounds.