DALLAS • MIDLAND • NEW ORLEANS • SAN ANTONIO

Position

Associate – Bookkeeper

Company Profile

Southern Wealth Management, LLP is an investment advisory firm serving high net worth families and individuals. We were established in 2005 and are headquartered in San Antonio, Texas with additional offices located in Dallas and Midland, Texas and New Orleans, Louisiana.

Job Description

Our company is looking for an experienced **Bookkeeper** to assist in managing our client's day-to-day accounting and investment accounts, **confidentially**. Excellent organizational skills and accuracy are important qualifications for this position, as well as good client relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. This is not your typical bookkeeper position. There are some similarities to a public accounting firm, but most work is geared towards investments and tax compliance.

Education & Experience Requirements

- 3-5 years' experience working as a full-charge bookkeeper with a strong knowledge of accounting.
- Extensive experience with data entry, record keeping and computer operation.
- Proficiency in Microsoft Excel, Outlook, Word and QuickBooks.
- Experience in services related to payroll such as processing payroll and submitting payroll taxes and posting after-the-fact payroll reports.
- Understanding of business, trusts, estates and individual income tax.
- A Bachelors or Associates degree in Accounting is desirable but not required.

Job Responsibilities

- Balance and maintain accurate books.
- Download bank deposits and report financial results on a regular basis to management and client.
- Post client petty cash and credit card expenses and request supporting documents.
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets for in-house use only.
- Prepare monthly, quarterly and annual federal and state sales tax and payroll reports.

Job Responsibilities (Cont.)

- Generates 1099's and W-2's for clients.
- SEC Audit Reports.
- Workman's Comp Audit Reports.
- Gas & Oil and Wind Energy Reports.
- Client support via remote access.
- Farm & Ranch reports.
- Real Estate Investment reports.
- HOA reports.
- Trust and Estate reports.
- Perform other duties as assigned from time to time by staff or partners.
- Track your time accurately and contemporaneously.

Must have Attributes/Attitude/Aptitude

- Self-starter that desires to take initiative.
- Results and detailed oriented.
- Ability to work well on a team or autonomously.

Physical Requirements

- Must be able to lift 25 lbs.
- Must be able to sit or stand for 8 – 10 hours.

I have read and understand the duties, responsibilities and qualifications of this position and acknowledge that I can perform the essential functions of the job with or without an accommodation. I also understand that this is a summary of this position's duties and other responsibilities may be assigned as the company deems necessary.

Southern Wealth Management, LLP is committed to hiring and retaining a talented diverse workforce. We are proud to be an Equal Opportunity / Affirmative Action Employer, making decisions without regard to race, gender, gender identity or expression, sexual orientations, national origins, disability status, age, marital status or protected veteran class.