

# GARRETMCKENZIE<sup>INC.</sup>

## Senior Accountant

**Location:** Libertyville, Illinois (On-Site)

**Company Size:** Multi-Entity Organization

**Reports To:** Owner

**Compensation:** \$85,000 – \$95,000 per year (DOE)

## Position Overview

We are seeking an experienced and detail-oriented **Senior Accountant** to oversee accounting operations across multiple related companies within a growing small business environment.

This role requires strong expertise in **inter-company transactions, reconciliations, and multi-entity financial management**. The ideal candidate is hands-on, process-driven, and comfortable working directly with ownership.

This is a high-visibility role with the opportunity to strengthen accounting structure and processes across the organization.

## Key Responsibilities

### Multi-Entity & Inter-Company Accounting (Primary Focus)

- Manage accounting operations across multiple related entities
- Record, track, and reconcile all **inter-company transactions**
- Maintain and reconcile due-to/due-from schedules monthly
- Prepare elimination entries for internal consolidated reporting
- Monitor and reconcile cash transfers between entities

### Reconciliations & Month-End Close

- Perform monthly bank and credit card reconciliations
- Reconcile all balance sheet accounts
- Reconcile AR/AP sub-ledgers to the general ledger
- Lead and complete timely and accurate month-end close
- Investigate and resolve discrepancies proactively
- Maintain fixed asset schedules and depreciation

### Financial Reporting & Owner Support

- Prepare monthly financial statements for each entity
- Assist with consolidated internal reporting
- Provide variance analysis and financial summaries to Owner
- Support budgeting and forecasting processes

### Systems & Process Management

- Maintain and optimize **QuickBooks Online** across entities
- Create and maintain Excel-based reconciliation and reporting models
- Ensure proper chart of accounts structure for multi-entity tracking
- Improve accounting processes and internal controls

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## Compliance Support

- Coordinate with external CPA for tax filings
- Maintain organized financial documentation
- Ensure compliance with accounting best practices

## Qualifications

- Bachelor's degree in Accounting or Finance
- 5+ years progressive accounting experience
- Strong experience in a **multi-company environment**
- Demonstrated expertise managing **inter-company transactions and reconciliations**
- Advanced proficiency in **Excel** (pivot tables, VLOOKUP/XLOOKUP, formulas, reconciliation models)
- Strong working knowledge of **QuickBooks Online**
- Experience leading month-end close

## Ideal Candidate

- Highly detail-oriented and analytical
- Strong problem-solver
- Process-driven and organized
- Self-starter who takes ownership
- Comfortable working directly with a business owner
- Clear communicator

## Compensation

**\$85,000 – \$95,000 per year (DOE)**

Compensation is based on experience and demonstrated multi-entity accounting expertise.

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## Why Join Us?

- High-impact role with visibility across all entities
- Opportunity to bring structure and improve processes
- Direct collaboration with ownership
- Stable and growing organization
- Flexible schedule

## To share resume or contact with inquiries:

(877) 469-1600

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