



The Pennybacker Company

## ACCOUNTING ANALYST

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### The Company

Join one of Austin's most dynamic and progressive accounting, analytics and advisory firms with The Pennybacker Company. Celebrating twenty-five years of service in 2020, The Pennybacker Company is a multi-disciplinary firm focused on being a trusted advisor to progressive small business owners and cutting-edge entrepreneurs.

*Together we empower Clients with business intelligence through accounting, analytics and advisory based decision support so Clients can focus on their people, products and customers first.*

Our benchmark Clients produce goods and services within the restaurant, financial, wholesale, services, real estate, and technology markets across corporate, partnership and non-profit structures.

### The role

This opportunity is for an Accounting Analyst role on our team. Pennybacker focuses on Client impact and a real team environment with a project management approach. The Accounting Analyst position is currently available for pre and post-graduate professionals interested in building skills and expertise across all accounting cycles including AP, AR, inventory, payroll, sales and use taxation, general ledger, reporting, and banking operations. Experience in vendor, employee and client records management is valuable and a part of common responsibilities.

Pennybacker Accounting Analyst professionals serve our clients as the focal point for project milestones and task based deliverables. You are responsible for the critical components of each accounting and controllership cycle. Accounting Analysts evaluate and monitor controls based transaction entry and analysis from event to ledger consolidation. Accounting Analysts bring core accounting expertise along with knowledge of relationship management and a service based perspective. You are a representative of Pennybacker to our clients, their vendors and across other service providers in the community.

Successful candidates will have demonstrated a commitment to the Accounting profession, either finishing or having obtained, an Accounting BBA Degree and will have significant work-based experience. Pennybacker promotes an environment of both technical and professional development. Our team members are provided the resources and coaching to meet the expectation of professional growth. We seek candidates committed to their career development and building strong accounting and finance expertise.

### Your contribution to Pennybacker and our Clients

Pennybacker's foundation is accounting and our focus is on growing Client operations with sustainable and profitable processes. Your expected contributions will include:

#### Accounting

- Using data sources – Performing the entry and processing of invoices, payroll and creating work papers
- Core accounting principles – Performing accurate and complete journal entries, key balance calculations, and accruals

Expected contributions continued, Accounting

- Applications – Building and maintaining required sources of truth for client data, proficiency in accounting applications, databases and MS Office tools
- Management and supervision – Direction of shared team members and resources

Controllershship

- Process risk and controls – Maintaining workflow based controls and procedures, Client policy compliance
- Operational security – Identifying and proposing solutions to mitigate financial risk within client operations
- Technical efficacy – Performing accounting work based on the spirit and letter of applicable standards

Analytics

- Audit techniques – Performing reconstruction of historical data and test Client work as directed
- Analysis – Preparation of information and reports for metrics, trending, reporting and dashboards
- Tax and compliance – Preparation of data for schedules including tax forms for federal, state and local agencies

### Pennybacker's contribution to Your growth

Pennybacker leadership coaches and evaluates team members based on an agreed development plan. During each growth cycle, the development and coaching focus includes:

- Critical thinking – Clear and concise communication skills, prioritization and time management
- Expertise – Demonstrating the ability to learn, earning credibility through progressive experience
- Execution – Managing change, tasks on-time and budget, communicating roadblocks and solutions
- Inclusiveness – Working with and leading fellow team members, effective business communication with Clients, open to new ideas
- External focus – Leveraging learnings from outside influences, meeting different business challenges across a multi-industry focus

Compensation of our Accounting Analysts is commensurate with experience. The Pennybacker Company offers competitive compensation in accordance with the markets we operate.

This position is about you. We get the work done with a focus on professional and personal development.

The firm's offices are located in NW Austin (near Mopac and Spicewood Springs).

### Requirements

Pennybacker fully validates the background, credentials and references of all candidates prior to extending any offers of employment. We look for top talent with:

Capabilities

- Strong organizational skills and critical thinking power capable of drawing relationships between the seemingly unconnected

#### Requirements continued

- Ability to prioritize tasks and dependencies to meet tight deadlines in a fast-paced, change-constant work environment
- Deep appreciation for prompt, courteous and authentic Client service and team member relations
- Demonstrated comfort in a fast-paced environment, maniacal attention to detail and a passion for record keeping
- Ability to work both independently on-site and off-site; collaborate with other team members remotely
- Strong communication skills, written and verbal, with the ability to concisely communicate issues to all levels of Pennybacker team members and Client management

#### Technical expertise

- Demonstrated proficiency with data entry, numeric formulas, consolidation and reporting methods for AP, AR, payroll and general ledger entries
- Ability to apply both cash and accrual accounting methods and understanding of their impact on both expense and revenue cycles
- Experience working with QuickbooksPro a plus, advanced MS Office and productivity applications skills required

#### Credentials

- Between 1-3 years of professional accounting experience
- Degree, or on-going progress, towards a degree in Accounting from an accredited university or accredited university-level institution
- References that verify the information, credentials and qualifications you present to the firm
- Existing authorization to live and work permanently in the United States

The position is targeted at future team leaders who are highly motivated, dependable and dedicated. Strong analytical skills are essential. It is important that candidates be inquisitive and assertive. Candidates will demonstrate a history of looking for ways to improve what we do and who are willing to learn in a fast-paced setting.

Pennybacker fully validates the background, credentials and references of all candidates prior to extending any offers of employment. We do not compromise when building our team capabilities to meet Client expectations.

#### **Notice of interest instructions**

Interested applicants are encouraged to apply immediately by submitting a cover letter and resume using email at [careers@pennybackercompany.com](mailto:careers@pennybackercompany.com) or through our careers site at [pennybackercompany.com/cv-submission](http://pennybackercompany.com/cv-submission).

*The Pennybacker Company is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*

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