

Order Number:

NY1701903

Date Job Order Received:

08/26/2026

Number of Openings:

1

Company Name:

Blackwell Bookkeeping

Job Title:

Accounting Manager

Minimum Experience Required:

3 years

Job Description:

POSITION DETAILS Hybrid, Full-Time Employee This is a role for someone who takes ownership. You won't just keep things moving you'll help make sure our clients feel supported, our team feels led, and our financial work stays accurate, compliant, and on track. Attention to detail matters here, so to show us you've read carefully, include the exact phrase "Purple Dragon" in your email subject line; applications without it will not be reviewed. Responsibilities include: - Assist in conducting periodic reviews of financial transactions to identify and resolve discrepancies - Assist in the preparation of financial reports, such as income statements, balance sheets, and cash flow statements - Act as a point of contact for clients, addressing inquiries and maintaining professional communication - Assist in managing client expectations and ensure a high level of client satisfaction - Oversee month-end and year-end closing procedures, ensuring all necessary adjustments are made for accurate financial reporting - Monitor and verify that all bookkeeping activities adhere to relevant accounting standards and regulations - Implement quality control measures to review financial records for accuracy and completeness - Supervise and support our Junior and Senior Bookkeepers EDUCATION / EXPERIENCE / EQUIPMENT 3+ years of experience in bookkeeping, accounting support, or client account management Prior experience leading, supervising, or mentoring team members Experience working with small business clients is strongly preferred Familiarity with financial statements, month-end close, and bookkeeping compliance practices Comfortable using email, Zoom, phone, and cloud-based bookkeeping systems Reliable internet connection and a professional setup for remote/hybrid work Associate's degree, bachelor's degree, or equivalent hands-on experience in accounting, bookkeeping, finance, or a related field preferred

Job Location:

Lowville, New York

Pay:

\$25.00 - \$30.00 Hourly

Benefits:

Vacation, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site:

https://www.indeed.com/viewjob?jk=960b2b22754b9969&from=shareddesktop_copy