



Would you like to go to work for an award-winning firm?

The Archford family of companies has been recognized by “Financial Planning Magazine”, “The Wall Street Journal”, “Financial Times” and names as an Inc. 5000 company. Their Retirement Services Division has been named by “Financial Times” and the “National Association of Plan Advisors” in the Top 100.

We are looking for game changers that set high expectations of themselves and are corroborative in nature. Archford has been recognized by “Small Business Monthly” as a Future 50 Company and Winning Workplace in St. Louis.

Archford Accounting, LLC is seeking a dynamic individual with a diverse set of skills to fill the **Staff Accountant** role. They will be assisting Archford Accounting, a growing firm with multiple locations (currently Edwardsville and Swansea). Archford is part of a brand that has multiple service offerings (currently Wealth Management, Business Consulting, Retirement Plans, Accounting and Philanthropy). The daily job duties will consist of, but is not limited to:

- Assist with processing client financial information
- Prepare bank reconciliations and sales tax reports
- Assist with client projects
- Assist with payroll processing
- Prepare general correspondence and reports
- Data entry of tax preparation for individuals and businesses
- General Ledger Maintenance
- Fixed Asset Management

Qualifications and Education Requirements

- 2-5 years of Accounting Experience required
- Proficient in QuickBooks
- Proficient in Excel
- Ability to analyze data
- Deep knowledge of accounting principles
- Excellent verbal/written communication
- Multi-tasking, prioritizing
- Organizational skills

Salary will be commensurate of experience. This position is full time with potential for overtime during tax seasons.

EQUAL EMPLOYMENT OPPORTUNITY Archford is committed to providing equal employment opportunities and ensuring that all employment-related decisions are made without regard to race, color, sex, age, national origin, religion, physical or mental disability (unrelated to the ability to perform job duties) veteran status, or any other protected status under applicable law.