

## Controller Services Associate

Columbia (573) 442-6171  
Jefferson City (573) 635-6196  
[resumes@williamskeepers.com](mailto:resumes@williamskeepers.com)

**Williams-Keepers LLC (WK)** seeks qualified individuals to fill a Controller Services Associate position in its Columbia or Jefferson City office. The Controller Services Associate can be an entry-level or experienced professional with an educational and/or experiential background in basic accounting and bookkeeping functions, including accounts payable, accounts receivable and bank reconciliations. Self-motivation, attention to detail and demonstrated ability to meet deadlines in a fast-paced, dynamic environment are critical requirements of the position. Work is performed under close supervision. Responsibilities increase with demonstrated skill. This is an hourly, non-exempt position that includes alternative work scheduling options and eligibility for the firm's health and dental plan, 401k savings plan, paid time off and other benefits. Some overtime is required in accordance with time-sensitive projects and seasonal activities.

### Reports To

Client Service Leaders

### Education & Experiential Requirements

An associate degree with an emphasis in business and/or accounting or related professional experience is preferred. Successful candidates will also possess a demonstrated understanding of accounting software systems, as acquired through practical experience, and the ability to create efficiencies using new technologies.

### Assignments

The Controller Services Associate is responsible for successful completion of all assignments made by his/her supervisor and might include these areas of emphasis.

- Bookkeeping and accounting functions for multiple client engagements, including accounts receivable and payable and bank reconciliations.
- Client payroll processing.
- Direct client service-oriented projects, including frequent client contact that requires representing the firm in a professional manner.
- Other tasks as assigned by Client Service Leaders.

### Performance Expectations

The Controller Services Associate is responsible for all assignments made by Client Service Leaders, including the following tasks.

- Maintain client and firm confidentiality.
- Follow firm and professional standards related to personal conduct, personal appearance and attire.
- Exhibit effective written and verbal communication and listening skills.
- Behave professionally and foster an environment of teamwork.
- Comply with firm practice management procedures and systems, as outlined in the firm's Associate Handbook.

### Professional Development

The Controller Services Associate is expected to develop professionally by pursuing the following opportunities and others, as identified.

- In accordance with My Achievement Plan (MAP) requirements, pursue continuing professional education (CPE) opportunities designed to improve understanding of assigned areas of responsibility.
- Participate in firm activities related to monthly employee feedback practices and other employee development programs.

### Working Conditions

Minimal safety hazards, general office conditions.

### Other Considerations

Final candidates will undergo a drug screening, background check and credit check prior to employment.

### Application Process

Applicants should submit a cover letter and resume to [resumes@williamskeepers.com](mailto:resumes@williamskeepers.com). No phone calls or walk-ins, please.