



## About Evolved LLC

At Evolved, we help business owners protect their credibility, relationships, and profits with full-service business, tax consulting and recurring accounting (bookkeeping) services. Whether investigating the most complex situation or simply helping tackle the nuts and bolts of accounting and tax regulation, we are an experienced and agile team that ensures it gets done right.

We are currently seeking a highly motivated individual with proven business and technical acumen for the following role:

### Accounting Associate

#### Job Summary:

As an Accounting Associate, you will provide quality, responsive services, and work products to ensure client satisfaction and achieve team goals. Through your understanding of complex accounting concepts, you will collaborate with the engagement team and client management to prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP). You will also analyze information to assist in the development of recommendations and implementation plans for complex engagements and decision-making areas. Our culture focuses on partnership with each other and our clients. Prospective candidates should be able to work well in a team environment.

#### Job Duties and Responsibilities:

- Obtain a detailed understanding of the client's partnership agreement(s) and how to apply it to deliverables
- Cash processing and bank reconciliations
- Record journal entries
- Maintain general ledger
- Reconcile multiple clients daily/weekly
- Utilize bank feed and download features and mapping/coding of accounts
- Tie down payable / Prepaid and accrual entries on monthly close outs
- Prepare and set up workpapers
- Prepare financial statements and footnotes
- Prepare partner capital account information
- Liaise with the tax department and client's independent auditors

#### Qualifications:

- Bachelor's degree in accounting or related field.

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- Highly motivated individual interested in the field of accounting with knowledge of Generally Accepted Accounting Principles (GAAP)
- Leadership, problem solving, and strong interpersonal, verbal, and written communication skills.
- Working knowledge of Microsoft Excel, Word, Power Point, and Outlook.

**What we offer:**

- Generous PTO and firm-paid holidays.
- Competitive benefits package including 401(k) employer contribution of 6% and 100% paid employee only medical coverage.
- Firm-sponsored trainings and investment in external trainings.
- Fun firm-sponsored events like semi-annual outings and networking events.

**All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**

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