



# SENIOR BOOKKEEPER / STAFF ACCOUNTANT

**Full-Time | Remote (Asheville, NC Preferred)**  
**TK Solutions**

At TK Solutions, we help service-based businesses build financial systems that support confident leadership and sustainable growth. Our clients trust us with the operational backbone of their businesses, and we take that responsibility seriously.

We are a collaborative, remote team that values integrity, innovation, flexibility, connection, and curiosity. We work in partnership, with each other and with our clients, to create clarity, stability, and forward momentum.

## **Role Overview**

The Senior Bookkeeper serves as a stabilizing presence within the client delivery team. This role combines hands-on accounting execution with operational ownership and team support.

You will manage financial workflows across multiple clients, maintain consistency and quality across engagements, and support Bookkeepers in navigating day-to-day work. You'll partner closely with the Controller while also acting as a point of continuity for both clients and internal team members.

This is not an entry-level role. It requires strong technical accounting skills, sound professional judgment, and the ability to manage multiple priorities with minimal oversight.

Our clients trust us with their finances. Mistakes happen. What matters is that accountability, rigor, and consistency stay at the core of your work. As a senior member of the team, you're expected to model that standard, not just meet it.

## **How This Role Operates**

- You manage multiple client workflows simultaneously and are responsible for maintaining accuracy, organization, and continuity across them
- You proactively identify issues, inconsistencies, or risks and surface them early rather than waiting for direction
- You balance independent execution with collaboration, keeping both team members and leadership informed when needed
- You support Bookkeepers in their work by offering guidance, answering questions, and helping them move forward
- You are comfortable working within evolving systems and processes and can adapt as client needs shift
- You take ownership of your work and follow through on details without needing close supervision

## **Core Responsibilities**

### **Client Financial Workflows**

- Manage accounting processes across multiple client engagements using Xero and QuickBooks Online



- Perform reconciliations, financial reviews, and monthly close activities with strong attention to accuracy and timing
- Maintain organized and accurate financial records, ensuring data integrity across systems
- Support continuity in client financial operations during transitions, growth phases, or capacity shifts
- Support ad hoc reporting and financial analysis as needed

#### Quality and Standards

- Maintain and reinforce consistent accounting standards across engagements
- Identify anomalies, risks, or workflow breakdowns and communicate proactively
- Partner with the Controller to uphold best practices and refine accounting processes

#### Team Support and Collaboration

- Provide day-to-day guidance to Bookkeepers navigating client-specific workflows and questions
- Serve as an escalation point for prioritization and problem-solving
- Contribute to onboarding and development of newer team members

#### Client Experience

- Support steady, professional client relationships through reliability and clear communication
- Help maintain smooth communication flow between clients, Bookkeepers, and leadership
- Reinforce client confidence in financial processes and reporting

#### Systems and Workflow Contribution

- Maintain visibility of work through tools such as Asana and shared documentation platforms
- Contribute to the refinement of internal workflows and systems as the firm grows

### What We're Looking For

#### Technical Skills

- Strong experience with US GAAP and accrual-based accounting (5-7 years)
- Demonstrated experience with reconciliations, financial review, and monthly close processes
- Experience managing accounting workflows across multiple clients or entities
- Proficiency with Xero and/or QuickBooks Online
- QBO ProAdvisor or Xero Certification a plus, not required

#### Operational and Professional Skills

- Ability to connect detailed accounting work to broader financial processes and outcomes
- Strong judgment and ability to prioritize competing demands
- Professional presence with clients, reinforcing confidence through reliability, clarity, and responsiveness
- Clear and proactive communicator who surfaces questions and risks early
- Resourceful and self-directed, able to work through ambiguity and seek alignment when needed
- High standards for accuracy, organization, and follow-through
- Ability to work independently while staying aligned with team priorities
- Experience supporting or mentoring junior team members



## What Success Looks Like

- Client financial workflows are completed accurately and on time without last-minute issues
- Financial records are organized, reliable, and easy to navigate
- Risks, inconsistencies, and questions are identified early and addressed proactively
- Bookkeepers feel supported and able to move forward in their work
- Clients experience consistency, clarity, and confidence in their financial operations

## Who This Role Is For / Not For

This role is a strong fit if you:

- Enjoy owning your work and taking responsibility for outcomes
- Naturally notice inconsistencies and take initiative to address them
- Are comfortable managing multiple priorities and shifting demands
- Like supporting others and contributing to a collaborative team environment

This role may not be the right fit if you:

- Thrive with highly structured, step-by-step direction at all times
- Prefer to follow clear direction rather than surface questions or next steps on your own
- Prefer well-established systems and clearly defined situations over evolving or ambiguous ones
- Prefer to focus on your own work rather than supporting a wider team

## Tools and Systems

Xero, QuickBooks Online, Asana, Slack, Gusto, Harvest, TaxDome, Microsoft Excel, Google Workspace, Microsoft Office suite

## Logistics and Requirements

- Full-time, remote position (Asheville, NC preferred) with occasional in person meetings, if local
- Must be able to manage multiple client engagements simultaneously
- Comfortable working within a collaborative, distributed team environment
- Must be based in the United States

## Why Join TK Solutions

- Flexible, remote work environment
- Opportunity to grow within a high-trust, high-accountability team
- Exposure to a variety of service-based businesses and financial systems
- Meaningful work supporting women-led entrepreneurial growth
- A culture that values both excellence and human connection

## How to Apply

As part of our hiring process, candidates invited to subsequent steps will be asked to record a video in response to a prompt and provide a work sample, helping us understand how you approach real-world tasks related to the role. If this sounds like the right fit, we'd love to hear from you.

[Apply now to join TK Solutions](#) and help us make a meaningful impact for our clients.