



The Pennybacker Company

ACCOUNTING ANALYST (Part-time)

Role Description

About the Firm

For more than 30 years, The Company has helped progressive small business owners and innovative entrepreneurs turn financial data into meaningful business insight.

We provide accounting, analytics, and advisory services that support better decision-making and stronger companies. Our team works closely with clients to deliver clear, actionable financial intelligence, so they can focus on what matters most: their people, products, and customers.

We value technical excellence, thoughtful collaboration, and professionals who take pride in delivering exceptional client service.

The Opportunity

We are seeking a part-time Accounting Analyst to join our team. This role is ideal for early-career professionals looking to build a strong technical foundation while gaining exposure to a variety of industries and business models.

Accounting Analysts work across the full accounting cycle including payables, revenue, inventory, payroll, general ledger, reporting, and banking operations, supporting the preparation of accurate, timely financial statements.

You will collaborate with accountants and senior team members to review transactions, prepare reconciliations and schedules, and ensure financial data is accurate, organized, and decision-ready.

Professional Development

We provide structured training, direct mentorship, and hands-on experience with accounting systems, controls, and processes used in complex environments.

In this role, you will develop the ability to:

- Prepare high-quality reconciliations and financial schedules
- Analyze transactions and identify inconsistencies
- Manage multiple client engagements with accuracy and discipline
- Communicate financial information clearly and professionally

High-performing Analysts who demonstrate strong technical growth may advance to an Accountant role with expanded responsibilities in financial reporting and client engagement.

Key Responsibilities

- Process and review transactions across multiple accounting cycles
- Prepare reconciliations, schedules, and supporting documentation
- Assist with financial reporting and financial statement preparation
- Maintain accurate records across the general ledger and subledgers
- Support improvements to accounting processes and internal controls
- Coordinate tasks and deadlines across multiple client engagements

Qualifications

- 2+ years of professional accounting experience
- Bachelor's degree in accounting or finance, from an accredited institution
- Experience with QuickBooks
- Advanced Excel skills
- Strong analytical thinking with the ability to interpret financial data relationships
- Experience with reconciliations, formulas, and reporting workflows
- Strong organizational skills and ability to prioritize in a fast-paced environment
- Clear written and verbal communication skills
- Professional references verifying credentials and experience
- Authorization to work permanently in the United States

Compensation

This position has an anticipated rate range of **\$20.00-\$25.00 per hour**. Actual compensation will be determined based on a variety of factors, including relevant experience, skills, education, and internal equity.

[Additional Information](#)

This role is **onsite in Northwest Austin, Texas**, and **relocation assistance is not provided**. Candidates should be local to the area or willing to self-relocate.

[How to Apply](#)

Interested applicants should submit a resume and cover letter through our careers site at pennybackercompany.com/cv-submission.

The Pennybacker Company is an equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by applicable law.

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