About Us: We're not your typical wealth management firm. As a boutique financial planning partner, we deliver more than strategies—we deliver clarity, confidence, and peace of mind to high-net-worth and ultra-high-net-worth clients who deserve the best. Our reputation is built on responsibility, respect, and an uncompromising drive for excellence.

What makes us different is our culture. We foster continuous learning, champion transparency, and thrive on collaboration. Our people don't just work here - they grow here, surrounded by a team that values curiosity, creativity, and impact. And beyond the numbers, we're deeply connected to our community, bringing energy and engagement to everything we do.

Join us and be part of a firm where your expertise matters, your growth is supported, and your work makes a lasting difference.

Summary: As a Client Services Specialist, you'll play a pivotal role in delivering accurate, timely and value-driven financial services. This is not a back-office role – you will be hands on with transaction processing, reconciliations, and financial reporting, while also building direct relationships with clients. You'll work closely with our experienced team who will support your growth while also providing autonomy to showcase your expertise.

We're looking for someone with Senior level experience who thrives in a dynamic environment, loves solving problems, and takes pride in delivering excellence. If you're motivated by meaningful client impact, eager to expand your technical and client services skills, and ready to be part of a team that raises the bar every day, this is the place for you.

What You'll Do:

Accounting & Reporting

- Enter and categorize financial transactions in accounting systems (primarily QuickBooks Online).
- Reconcile bank, credit card, and loan accounts to ensure records are accurate and complete.
- Assist with accounts payable, accounts receivable, payroll, and general ledger responsibilities.
- Support month- and quarter-end close processes, including journal entries, reconciliations, and preparation of financial reports.
- Contribute to the preparation of client-ready financial statements in accordance with GAAP or tax basis reporting standards.

Client Service Support

- Serve as support contact for clients, responding to routine inquiries with professionalism.
- Understand the financial reports being prepared and discuss key components with clients.
- Use Excel and other Office tools to present financial information clearly and effectively.
- Escalate complex issues to Managers and contribute to effective client communication.
- Support clients in-person, as needed, with accounting processes, consulting, and data entry.

Workflow & Process Improvement

- Follow established workflows and maintain accurate documentation of all work performed.
- Leverage Excel to streamline processes, automate recurring tasks, and improve data accuracy.
- Assist with identifying opportunities for process improvements and stronger controls to support client operations.
- Ensure deadlines are consistently met by managing assigned tasks effectively.

Collaboration & Professional Development

- Partner with team members to deliver high-quality client service.
- Participate in training and professional development activities to enhance technical knowledge and industry-specific expertise.
- Take ownership for accurate time entry and billing of assigned work.

Qualifications

Education and Experience:

- Bachelor's degree in Accounting, Finance, or related field
- Three (3) or more years of experience in a Senior Accountant role or similar in outsourced accounting services, corporate accounting, or related financial roles.
- Experience with bill pay platforms (e.g., Bill.com, Bill Pay powered by Melio) and payroll systems.
- Prior experience working with high-net-worth individuals, family offices, or multi-entity businesses, preferred.

Skills:

- Demonstrated ability to build financial dashboards and advanced reporting tools in Excel or Power BI.
- Excel certification or other Microsoft Office specialist credential, highly desired.
- Strong proficiency in Microsoft Office Suite with advanced Excel skills (pivot tables, VLOOKUP/XLOOKUP, conditional formatting, multi-sheet linking, and error-checking techniques).
- Proficiency in QuickBooks Online, including new file setups and system conversions.
- Ability to understand and discuss financial statements (e.g., P&L, balance sheet, cash flow) with clients.
- Strong attention to detail and accuracy in accounting processes.
- Excellent organizational skills with ability to manage multiple deadlines.
- Clear and professional written and verbal communication skills.
- Team-oriented with eagerness to learn and take on increasing responsibility.

Work Environment:
This job operates in a professional office environment. The role routinely uses standard office equipment.

Why You'll Love Working Here

- **Impactful Work:** Your role will directly contribute to the financial well-being of our clients and the success of our firm.
- **Supportive Environment:** We're committed to ongoing learning and professional development, and we love seeing our team members grow.
- **Vibrant Culture:** We believe in working hard and having fun—after all, when you enjoy what you do, it's easier to achieve great things.

Embody Our Core Values:

- **Be responsible and accountable:** Every Team Member at VFFG is held responsible and accountable for themselves, colleagues, clients and the company. We take pride in the quality of work we deliver and ensure our intentions are in the best interest of our clients.
- **Respect everyone.** Respect is the foundation of society. Team Members of Valley Forge
- Financial Group exhibit respect in all aspects of our lives.
- **Deliver the best possible results.** It is our priority to provide thoughtful, timely and accurate results in our work.
- **Be committed.** Our founders built this company by embracing patience, dedication and commitment. We strive to emulate these values in all that we do.
- **Protect confidential information.** We maintain the integrity and confidentiality of all information provided to us by our clients. Continuous training and vigorous enforcement of our policies are designed to protect sensitive information.
- **Never stop learning.** Ongoing self-improvement and professional development are keys to a successful organization. We support our Team Members in their pursuit of education and training.
- **Create value.** We create value through the work we produce, the relationships we make, and the way we represent Valley Forge Financial Group and the community.
- **Be transparent and honest.** We welcome transparency and honesty to guide us in creating a productive environment. We are up front and open about the fees we charge for our services.
- **haVe Fun!** When we enjoy the people we work with and the environment we work in, it's much easier to focus on achieving our goals.
- **Inclusive Culture:** Enjoy a long history of inclusion and collaboration within and across teams.
- **Community Engagement:** Be part of a firm committed to giving back to the communities where we live and work.
- **Professional Growth:** Benefit from a culture that promotes from within and supports continuous learning.
- **Outstanding Service:** Join a team dedicated to providing high-touch service and paying attention to the details that matter.

Employee Benefits:

- Unlimited vacation under our generous open paid time off policy, coupled with the attitude "when you're away, you're away!" so each employee can refresh when they take time off
- 100% paid medical benefits for single coverage, with an annual contribution of $3,000 to the employee-owned HSA, which vests immediately upon contribution
- Employer sponsored 401k plan, employer match of 50% of up to 6% employee deferrals
- which vests immediately upon contribution
- Flexible work environment with a hybrid schedule of 4 in-office days, and 1 remote day per week
- Mandatory 2 week, fully paid sabbatical for employees upon 5-year anniversary, 4 weeks upon 10-year anniversary, and 6 weeks for each subsequent 10-year anniversary
- At least 4 weeks fully paid parental leave program
- Focus on continuous training and education, including tuition reimbursement
- Company sponsored charitable giving fund, matching employee charitable contributions up to $500 annually, in addition to supporting causes our employees are passionate about
- 11 paid company holidays each year – following the NYSE holiday schedule
- Awarded a Great Place to Work (2024) and Best Places to Work in PA four years in a row (2020 to 2023)
- Being a meaningful member of our growing, and constantly evolving team, where we take pride in each other and the service we provide to our clients, supporting each other with compassion, respect, and enthusiasm for success

Join Us: If you're ready to be a key player in a company that values excellence, integrity and client satisfaction, apply today and let's make a difference together!

VFFG is an affirmative action-equal opportunity employer. All qualified applicants will be considered for employment without regard to their race, color, creed, religion, sex, pregnancy, national origin, ancestry, citizenship status, age, marital or partnership status, sexual orientation, gender identity or expression, disability, genetic predisposition, veteran or military status, status as a victim of domestic violence, a sex offense or stalking, or any other classification prohibited by applicable law.

As a registered investment adviser, employees of VFFG may be subject to certain limitations on political contribution and personal investment activities.

If you need a reasonable accommodation to complete your application, please contact Human Resources at hr@vffg.com.