

Accounting Operations & Automation Manager (Full-Time)

Apply Here:

<https://app.smartsheet.com/b/form/a098d4c6ec0740f1ad3963b551f1e95f>

Location: Hybrid- 3 days on-site (King of Prussia, PA); 2 days remote

About the Role

Benefit Allocation Systems, LLC (BAS) is seeking an experienced Accounting Operations & Automation Manager to join our Accounting team in King of Prussia, PA.

This is an accounting role for someone who thinks like a systems designer — focused on building and improving accounting operations, not just running them. You will design, build, and improve the systems, workflows, and automation that support both client and company accounting operations at a fast-moving benefits administration company.

This is a hands-on role sitting at the intersection of accounting operations, process automation, and AI enablement. You will work directly with the CFO and BAS leadership to reduce manual work, strengthen financial controls, and lead the company toward AI-enabled and automated accounting operations.

If you are an accounting professional with hands-on experience in process automation, AI tools, Power Automate, and financial systems, this role was designed for you.

What Makes This Role Different

- You will design and deploy AI-assisted workflows, using tools like Claude, ChatGPT, and Microsoft Copilot, that replace manual, spreadsheet-driven accounting processes
- You won't just use AI tools, you'll determine where they belong in an accounting environment and implement them responsibly
- You will be the bridge between what accounting needs and what systems can do, owning that connection end-to-end
- You will eliminate manual bottlenecks by building automations that are scalable, traceable, and audit-ready
- Your work will directly determine how fast and how confidently BAS can scale its accounting operations

Examples of What You'll Work On

- Automating reconciliation of payment and accounting activity across systems using Power Automate and AI tools
- Designing exception handling and review workflows for financial data
- Replacing manual spreadsheet processes with structured, system-driven workflows
- Building reporting packages that tie operational activity to accounting outputs
- Improving data flows and integrations between ERP and financial systems
- Developing AI prompting strategies that produce controlled, validated, and audit-ready outputs

What You'll Do

Process Design, Systems & Workflow Ownership

- Own and improve end-to-end accounting operations workflows across client and company accounting, including system touch points and handoffs
- Design and implement structured accounting processes and internal controls where they do not currently exist
- Identify inefficiencies, inconsistencies, and control gaps in current workflows
- Build scalable, repeatable accounting processes that are clearly documented and audit-ready
- Serve as the functional accounting systems owner, including defining requirements, testing enhancements, and supporting implementation
- Act as the primary liaison between Accounting, IT, and external vendors to support integrations, data flows, system access, and reporting
- Document processes through SOPs, process maps, internal controls, and change documentation

Automation, Data & AI Enablement

- Build and maintain automations using Power Automate, Power Query, and system integrations to eliminate manual, repetitive accounting tasks
- Use AI tools, including Claude, ChatGPT, and Microsoft Copilot, to accelerate reconciliation analysis, exception investigation, process documentation, and root cause research
- Develop AI prompting strategies and structured AI workflows that produce controlled, validated, and audit-ready outputs
- Build reconciliation logic, data validation rules, and exception handling processes that reduce dependency on manual spreadsheet review
- Design all processes and data outputs with traceability, data integrity, and audit readiness as non-negotiable standards

- Reduce reliance on manual spreadsheets by improving upstream data flows, system design, and automation coverage
- Evaluate AI and automation opportunities critically identifying where tools accelerate work and where manual controls should remain in place
- Develop repeatable reporting packages and operational dashboards that connect accounting activity to business outcomes

Accounting Operations Support

- Support day-to-day accounting operations across both client and company accounting
- Ensure outputs are accurate, timely, and reconcilable
- Support the accounting close process through upstream process ownership and issue resolution
- Perform periodic operational and financial risk assessments and identify areas for control improvement
- Maintain clear documentation of process flows, controls, and dependencies
- Support access controls, approval workflows, and segregation of duties
- Assist with audits, external reviews, and control testing

What We're Looking For

We are looking for an experienced accounting operations professional who is:

- Highly numbers-oriented with strong attention to detail
- Process-driven and able to build accounting operations structure where it does not exist
- A strong problem solver who thinks in systems and workflows
- Comfortable working in a controlled, compliance-focused financial environment
- Hands-on and willing to build and maintain automation solutions directly
- Able to design processes that are durable, auditable, and scalable
- Experienced with AI tools including Claude, ChatGPT, or Microsoft Copilot and able to apply them practically and responsibly
- Skilled at developing AI prompting strategies that produce reliable, validated outputs

Skills & Qualifications

- 5+ years of experience in accounting operations, financial systems, or process automation
- Bachelor's degree in Accounting, Finance, Information Systems, or a related field, or equivalent experience in process automation
- Strong understanding of accounting concepts, transaction flows, and financial controls

- Advanced Excel skills: complex formulas, data structuring; Power Query strongly preferred
- Hands-on experience with automation tools such as Power Automate or similar platforms
- Practical experience using AI tools, including Claude, ChatGPT, or Microsoft Copilot, in a business or operational context
- Experience building or improving operational accounting processes, not just executing them
- Ability to define requirements and translate accounting needs into structured workflows and system solutions
- Strong documentation skills covering SOPs, process controls, and workflows
- Strong analytical and problem-solving abilities
- Self-starter with high organizational standards

Preferred Qualifications

- Experience with ERP or financial systems (e.g., NetSuite, Sage, QuickBooks Enterprise, or similar)
- Experience supporting audits or SOX/internal control environments
- Familiarity with data and reporting tools such as Power Query, Power BI, or similar platforms
- Background in benefits administration, insurance, or financial services

About BAS

Benefit Allocation Systems, LLC is a King of Prussia, PA-based benefits administration company providing professional benefits administrative services to employers across the country. Our team uses proprietary systems as operational tools to deliver enrollment, billing, and administrative services to clients and their employees.

Why BAS

At BAS, you'll join a team that values training, development, and long-term growth. We invest in our people and provide the tools and support needed to build skills and advance your career.

We offer a comprehensive benefits package, including:

- Fully paid health insurance
- 401(k) with employer match
- Flexible spending accounts
- Health Savings Account
- Legal Plan coverage
- Generous paid time off

- Paid time off for all federal holidays
- Life and disability coverage

Benefit Allocation Systems, LLC is an Equal Opportunity Employer for all protected groups under applicable federal, state, and local laws, including protected veterans and individuals with disabilities.