

Job Description

Job Title: Accountant

Key Responsibilities

- Responsible for managing transactional accounting functions including Accounts Payable, Accounts receivable.
- Prepare Monthly, Quarterly, and Annual Accruals
- Monthly Bank and Credit Card Reconciliations
- Ensure compliance with internal financial and accounting policies
- Effectively maintain all financial records
- Assist the annual budget plan by coordinating and validating all inputs with business managers for consistency, reasonability, transparency, and realistic execution.
- Preparing and processing invoices promptly, and ensuring all clients remain informed on their outstanding debts and deadlines
- Perform contracts analysis review and prepare related revenue schedules to verify subscription contracts have been accurately recorded
- Perform financial planning, analysis, and reporting activities
- Formulate and implement an appropriate system of policies and procedures to support the Company's growth strategies while ensuring data integrity
- Ensure policies and processes are well documented, applied consistently and broadly understood
- Work with auditors and tax preparers and provide support to the audit and compliance process.

Qualifications & Experience Strong

- Accounting degree accompanied by a Professional accounting designation (CPA) is required
- A minimum of 5 years full-cycle accounting experience
- Familiarity with QuickBooks accounting software
- Strong analytical abilities, capable of creative problem-solving with a proven ability to evaluate complex business and accounting issues.
- Excellent financial planning, budgeting, worksheet knowledge.
- Proven sound professional judgment, with the ability to gauge the significance of issues
- Superior interpersonal, communication and presentation skills.
- An open minded, approachable and flexible leadership style, promoting a positive, friendly work environment.



Job Types: Full-time- Permanent

Job Type: Contract

Benefits:

- Dental care
- Extended health care
- Vision care

Work Location: In person