



ACCOUNTING ASSOCIATE – MID-LEVEL

The Arightco Accounting Associate Mid-Level specializes in meeting the needs of small and medium size businesses including Series Seed, Series A and Series B startups that do not have resources or the desire to build their own Finance and HR teams. The Accounting Associate services a variety of Finance needs and supports client partners in all aspects required. This job profile is not all inclusive as each client may have unique needs for their Finance operations. This profile provides an overview of basic areas in which a Mid-Level Accounting Associate may be required to provide client or internal support.

Job Duties include but not limited to:

- Daily check and response to all client and Arightco email accounts & slack messages.
- Forward all bill, enter bills, and add new vendors in Bill.com as required. Review and make any needed corrections for coordination in Bill.com. Enter bank entries in Bill.com
- Review and approve any items entered by India Team.
- Synch Bill.com to Quick books daily and perform journal entries as needed.
- Handle weekly financial tasks as assigned including but not limited to cash flow updates, review of Credit Card transactions, bills entered by India Team, Invoice upload from sites and Unpaid AR Inquiries, update and review invoices, update consolidated invoicing schedules.
- Complete all monthly Finance tasks required including but not limited to: Client invoicing, bank reconciliations, Employee dept/class lists, Time and material tracking sheets, Client billable expense invoicing, cash flow, etc.
- Complete quarterly Financial and payroll tasks as required.
- Prepare year end closure financial documents as required.
- Accounts Payable - expense report reconciliations, bank wire transfers, coding vendor invoices and matching invoices with POs and packing slips. Research and resolve vendor invoice and payment issues. Other A/P related duties as needed.
- Accounts Receivable - invoice clients, process incoming customer payments. Perform day to day A/R transactions. Resolve collection issues. Process customer claims of invoice payment, charge backs, returns, and bad checks.
- Bank and Credit Card Reconciliation
- Full Charge Payroll - Prepare and process payroll for our client companies
- Journal entries, month end closing, booking of month end entries such as expense accruals, prepaid and other close entries, and running financial statements.

Essential job functions:

- Proficient with accounts payable (A/P), accounts receivable (A/R)
- Reconciliations, payroll, invoicing, and preparing reports
- Excellent skills in QuickBooks Online, Microsoft Word, Excel, Bill.com and Gusto desirable.
- Excellent communication skills in English speaking and written
- Ability to multi-task in a fast-paced environment, make decisions based on utilization of available resources and strong problem-solving skills.
- Other company or client duties as assigned.

Position Requirements / Education: (5-7 Years previous experience)

Bachelor's degree in accounting. (Preferred)

Proficient in MS Office - Outlook, Excel & Word.

Proficient in QuickBooks - Payroll and Bookkeeping.

Experience in a client-facing environment.

Excellent people and listening skills.

Ability to multi-task and change direction quickly.

Ability to prioritize, work quickly and use initiative.

Willing to learn and grow into your position.

Excellent communication skills.

Excellent organizational skills with attention to detail.

Previous job experience supporting external clients preferred and previous experience working with the non-profit companies and the Saas (Software as a Service) sector highly desirable.

FLSA Job Status: Full-time – Exempt

Work Conditions / Location: Company Office or Remote location as designated or Client's business location as assigned.