



## **ACCOUNTING ASSOCIATE- JUNIOR LEVEL**

The Arightco Accounting Associate Jr. 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 Jr. Level Accounting Associate may be required to provide client or internal support.

### **Job Duties include but not limited to:**

- Daily check and monitoring of email accounts for clients & Arightco accounts.
- Ensuring clients are up to date & current with all state registrations and certificates required for states of operation.
- Uploading of invoices received into bill.com and/or Quick Books online or another platform.
- Forwarding revenue settlements or other information to Arightco team members for entry.
- Check and monitor bank feeds for all accounts & oversee team member entries.
- Input and update payroll activities for clients 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.
- Daily and consistent client communications to ensure client satisfaction.
- Update information in payroll platform as required.
- Monitor client state tax filings to ensure due dates are adhered to.
- 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:** (Minimum 2 years / or education)

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 – verbal and written in English  
Excellent organizational skills with attention to detail.  
Ability to work independently and use resources provided.  
Previous job experience supporting external clients preferred.

**FLSA Job Status:** Full-time – Exempt

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