



Financial Associate

Position Description: The financial associate position creates financial transactions and ensures that receivables are collected properly. The creation of financial transactions includes posting information to Quickbooks such as invoices to customers, cash receipts, and supplier invoices. The associate also reconciles accounts to ensure their accuracy.

Duties include (but not limited to):

- Act as a team lead for two bookkeepers
- Contacting our clients, via e-mail and/or telephone, to discuss their open balances
- Obtain financial commitments from our clientele in relation to their accounts
- Request, obtain and file Certificates for Capital Improvement (CCIs)
- Monitor debt levels and compliance with internal contracts
- Conduct a monthly reconciliation of all accounts
- Analyze general ledger and fixed asset data
- Prepare financial statements and reports, including the balance sheet
- Maintain the petty cash fund
- Issue invoices to customers
- Pay supplier invoices in a timely manner
- Posts customer payments by recording cash, checks, and credit card transactions.
- Updates receivables by totaling unpaid invoices.
- Process credit card, cash, & check payments
- Investigate and resolve customer queries
- Identify and execute the necessary process adjustments
- Send statement to outstanding customers

Requirements:

- 5-7 Years of Bookkeeping Experience focusing & QuickBooks
- Associate Degree in Accounting or Business required. Bachelor's Degree preferred.
- Prior team lead or managerial experience
- Excellent interpersonal and organization skills, able to maintain and keep information confidential.
- Must be able to meet deadlines and report information timely and accurately.
- Strong computer and time management skills.
- Ability to work with all levels within the organization.

Compensation:

- Competitive Compensation
- Health benefits (including dental & vision) after ninety (90) days of employment
- Eighty (80) PTO hours per year to be escalated based upon years of employment
- 401(k) after one (1) year of employment