

Staff Accountant - Digital Marketing

compensation: **\$75k annual salary DOE medical/dental benefits vacation/sick days Annual Bonus Structure, 50% Work Virtually**

Staff Accountant

A thriving digital marketing company seeks a well rounded Staff Accountant with great oral and written communication skills, highly organized, efficient and disciplined. You will handle a variety of tasks including cost management and cost forecasting. You will need to be a leader and a person that is relentless in your pursuit of perfection. Must be able to have good people skills and great time management. Have the ability to work without supervision and comfortable working on your own.

THE ROLE

- Manage monthly and annual close process
- Prepare journal entries and supporting documents in accordance with the month-end close schedule
- Prepare monthly intercompany billings and elimination reconciliations
- Analyze financial statements on a monthly basis and report on variances
- Maintain and prepare monthly account reconciliations
- Prepare P&L and Balance Sheet analysis to support accruals and true-ups
- Proactively identify process inefficiencies and develop process improvement initiatives
- Assist with T&E processing and resolve discrepancies
- Assist with financial audits
- Assist in process documentation and monitoring of internal controls
- Support financial planning with budgeting process
- Ad hoc reports/analysis as necessary
- Assist with government tax and informational filings

REQUIREMENTS

- Bachelor Degree in Accounting
- Minimum 3 years accounting experience (experience with month-end close is a must)
- Strong knowledge of US GAAP
- Strong knowledge of Excel is a must
- Excellent communicator within all levels of the company
- Ability to meet and set deadlines
- Ability to meet tight deadlines and juggle multiple projects
- Sense of urgency and adaptable attitude to changing priorities
- Ability to work independently and as a team
- Use of a variety of accounting systems a plus

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medical/dental benefits
vacation/sick days
Annual Bonus Structure
50% Work Virtually