

# STAFF ACCOUNTANT

Do you enjoy managing client accounts? Are you process oriented? Are you tired of the corporate grind? Do you thrive in challenging situations? Are you looking to make a bigger impact with the work you do?

If so, you may be the perfect fit to work with **The Cash Flow CFO, as one of our Staff Accountants!**

Company: The Cash Flow CFO

Level: Full-Time

Compensation: \$20-\$25/hr DOE

Location: Remote

## Overview

### CORE VALUES

- Results - We believe in over-delivering constantly. We map out goals with our clients and are committed to achieving them. We know sometimes putting the puzzle together won't be easy, **but we're committed to the result.**
- Ownership - **We don't believe in "that's not my job."** We work as a team, and we're committed to handling what we need to handle. We don't believe in spending all day finding cause and effect, we own up to our mistakes, fix them, and move on.
- Flexibility - We work with entrepreneurs, whose businesses are ever changing, we're adaptable, moving with the flow of business. Sometimes we'll have a strong agenda built for a meeting, but we're prepared to turn on a dime when the client has needs.
- Optimism - We focus on the positives and opportunities. (No Negative Nancys here)
- Abundance - We don't believe in limiting ourselves. You can throw your limiting beliefs out the window here.

## Responsibilities

### WHAT YOU'LL BE DOING

- Working with our clients, day in and day out, following step-by-step accounting processes to keep their books clean
- Taking the time to understand what our clients do, and responding to their needs – ensuring their tasks are completed correctly and on time
- Working with multiple businesses, expected to handle the ongoing daily tasks (accounts payable, accounts receivable, bank reconciliations, payroll, etc.) as well as anything unexpected that comes up
- Learning the ins-and-outs of client processes & procedures and documenting them in detail
- Taking responsibility for clear communication and hitting deadlines - we're serious about closing loops and coming through for our clients

## Requirements

### YOU MAY BE A GOOD FIT IF YOU

- Are Flexible - You can turn on a dime, and work on new challenges. You excel at multi-tasking.
- Move Fast - You're not afraid to take the lead and move quickly.
- Are Self-Motivated - We work remotely, we skip office social hours, and focus on our work so we can spend more time with our families!
- Are Personable - You're able to hold meaningful conversations and bring a smile to people's face. You don't take things personally; you stay focused on facts and finding solutions.
- Have the Required Experience - 2+ years of full-cycle business accounting experience (A/P, A/R, payroll, bank reconciliation and financial reports), with a 2-year degree in Accounting.

- Are a QuickBooks Pro – You have used your QuickBooksPro Advisor and QuickBooks Online certifications for a variety of small businesses (\$500K+ in revenue).
- Possess Impeccable Communication Skills - You're a clear communicator who is able to have strong conversations with our clients.
- Have A Home Office Ready - You've got a setup including a private office, with modern equipment, and a high-speed internet connection.

## WHAT YOU WILL LOVE ABOUT WORKING HERE

- Working From Home (**No Commute!**)
- Paid Sick Leave
- Paid Vacation
- Option to enroll in Health Insurance Plan
- \$20-\$25/HR, DOE

*The Cash Flow CFO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*Offers for this position are contingent upon the completion of a satisfactory background check.*