

ACCOUNTING ANALYST

STATUS: Full-time, Exempt

HOURS/OVERVIEW

- 40+ Hours per week
- The Accounting Analyst is a key member of the Finance team, who helps to ensure accurate, reliable and relevant financial data is maintained throughout the organization. The ideal candidate is fun and energetic with great communications skills. This candidate should be extremely accurate while bringing a high attention to detail.

DESCRIPTION / RESPONSIBILITIES:

- Cash Management & Banking
 - Reporting on daily bank activity and line of credit balance
 - Daily check deposit, including ACH and Wires
 - Manage customer Down Payments
 - Follow up with customer invoices and report weekly aged balances
 - Process Customer AR Credit Applications
 - Monthly Borrowing Base reporting to CFO and banking partners
- Accounts Payable
 - Invoice account coding, review of detail and entry into ERP (Traverse v11.2)
 - Prepare timely payments to vendors including checks, ACH and Wire payments
 - Management of payment for foreign vendors including exchange rate analysis
 - Maintain Accounts Payable supporting documentation
- Financial Reporting
 - Create and distribute weekly management reports
 - Assist with monthly journal entries, account reconciliations and financial statements
 - Reconcile cash accounts and prepare related journal entries
 - Process employee expense reports and assist with monthly credit card reconciliation
 - Assist with monthly sales and use tax reporting for multiple registered states
 - Manage sales tax exemption documentation and customer compliance within Avalara
 - Prepare schedules and support Finance team through Year End Audit & Budget
- Support continuous improvement projects to help increase efficiency and productivity

QUALIFICATIONS:

We pride ourselves on being flexible but there are some things we feel strongly about. An ideal candidate must exhibit the following traits:

- FUN, passionate attitude with customer-focused mindset and can-do energy
- Sets an example for others through actions that support and reinforce Felins' mission and core values
- 1-3 years of experience with a bachelor's degree in accounting preferred
- Highly detailed individual who ensures accuracy is paramount to success while meeting deadlines
- Self-starter who thinks critically and can work independently or with a team
- Staying organized while handling multiple projects and fast paced priorities
- Experienced and skilled user with Microsoft Office (Outlook, Excel, Word)

The Accounting Analyst will report to the Chief Financial Officer.