Description

Job Scope

The Accounting Specialist has the overall responsibility of managing accounts receivables and payables, payroll and cash management accounts.

Key Responsibilities

- Strong background with reconciliation and payment of commissions for internal sales team and third party companies.
- Demonstrated fluency in accounting software (ie. Quickbooks).
- Process payroll and payroll taxes.
- Compile and sort documents such as: invoices, work orders, checks, vouchers, and substantiate business transactions.
- Track company credit card charges and reconcile statements.
- Verify and post details of business transactions such as: funds received and disbursed; total accounts to ledgers or computer spreadsheets and databases.
- Prepare vouchers, invoices, checks, account statements, reports, general ledger accounts with various registers; extract general ledger information; compile cost revenue reports and balance sheets; reconcile bank statements.
- Monitor loans, accounts payable and receivables to ensure that payments are up to date.
- Team player with great communication & relationship skills.
- Routinely consult with Executive and C-Level decision makers.

Qualifications

Education & Qualifications

- Bachelor’s degree required, Master’s Degree preferred.
- Minimum of 3 years experience.
- Self-directed problem solver with a demonstrated ability to organize & prioritize.
- Excellent communication (written and verbal) and interpersonal skills required.
- Ability to communicate effectively.
- Demonstrated ability to work in a high-performance, fast-paced team environment.

Benefits:
- Medical Insurance Stipend
- Retirement Plan

Compensation: Base + Equity

About iQuantifi:
iQuantifi is a RoboPlanner enabling institutions to provide all customers with an automated, personalized and comprehensive financial plan. iQuantifi is based in Franklin, TN.

Please send your resume and cover letter to hr@iquantifi.com by November 1, 2015.