

Job Opening

Title: **Accounting Associate** Location: **Seattle, Washington** Status: **Full-time**

Job Summary

We are looking for someone who is energetic and enjoys working with numbers. The Accounting Associate is responsible for the day to day bookkeeping, month-end close and financial reporting for clients, including but not limited to bookkeeping, general ledger entries, revenue reconciliation, account payable, account receivable, state tax filing, payroll and financial statements.

Job Duties and Responsibilities

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Perform bookkeeping and general data entry
- Manage requests and correspondences
- Process payroll and payroll taxes
- Setup and design bookkeeping processes
- Reconcile bank, credit cards, notes
- Reconcile prepaid expense, accrued expense

- Reconcile assets and liabilities
- Prepare financial reports and statements
- Research state tax compliance
- Research, install and diagnose the technology systems used by our clients
- Financial forensic
- Create and design dashboards, stats and financial models
- Research tax compliance
- Diagnose accounting and data errors
- Month-End Financial Close

Your Qualities

- Tech-forward: comfortable and willing to learn and hone the skills of using any software on your own.
- Growth mindset: energetic and unafraid to make and learn from mistakes.
- Creative: love using different interface and visuals to solve problems and tell the story of client's financial.
- Take ownership: take initiatives on problem-solving of projects and find merit in your own work. Constantly strive to make improvements.
- Explorative: love trying out new methods and learning new tools for self-growth.
- Team-centered: communicative team player who loves working with other people.

Job Qualifications/ Skills

- Accounting
- Corporate Finance
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Reporting Research Results
- SFAS Rules
- Pays strict attention to detail
- Confidentiality
- Time Management
- Data Entry Management
- General Math Skills
- Python, R, Tableau Analytics

Education, Experience, and Licensing Requirements

- Master's degree in Accounting, Finance, Business with an emphasis in Accounting, or a related field
- Previous experience as an accountant, accounting supervisor, or manager
- Excellent computer skills; experience in accounting software, Microsoft Office Suite

- Proficiency with accounting software and experience with a software system implementation a plus
- Experience in working with multiple legal entities under different legal umbrellas
- Experience with financial reporting requirements
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles, and Generally Accepted Accounting Principles (GAAP)
- Excellent written and verbal communication skills
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations
- Quickbooks, QuickBooks Online, Xero
- Excel (pivot table, index, v lookups, relationship between two tables in Excel)
- Minimum 1-year experience in accounting/finance

Job Details

- Full Time
- Health Benefits
- 2 Weeks' Vacation
- Parking
- Most of the work will take place at our office, however, you will occasionally go to client offices as needed

Contact

- Resume to info@pretty-books.com

Working Conditions:

The majority of time is spent in a climate-controlled office setting.