



Employment Opportunity

Position: Accountant (Remote Only)
FLSA Classification: Non Exempt/Hourly
Hours: 25 hours/week with future potential for full-time
Work Days: Monday-Friday
Pay Range: \$24 - \$28 per hour
Reports to: Chief Business Officer (CBO)

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JOB DESCRIPTION

Summary

Working under the direction of the CBO, the Accountant will support the organization maintain a strong financial standing and will facilitate all day-to-day accounting operational functions. The individual entrusted with this role will have a strong focus on keeping accurate data, completing tasks in a timely manner, and will be responsible for providing various financial management reports to the officers and owners of the company. This individual will be entrusted to maintain confidential financial information, handle the accumulation and consolidation of financial data for internal and external financial statements, and evaluate accounting and internal control systems.

Essential Functions

- Manage all accounting transactions and functions.
- Manage daily cash and prepare cash-flow reports, projecting cash needs at weekly and monthly intervals.
- Process accounts payable and cash disbursement functions, including weekly check runs.
- Oversee maintenance of accounts payable files and records and act as primary liaison to vendors.
- Oversee payroll reconciliation for contractors and staff.
- Generate and distribute customer invoices.
- Record monthly revenue.
- Prepare financial statements.
- Reconcile accounts payable and receivable as needed.
- Manage and reconcile balance sheets and profit/loss statements.
- Prepare and manage departmental and organizational budgets by establishing schedules; collecting, analyzing, and consolidating financial data; and preparing budget forecasts.
- Facilitate and complete monthly, quarterly and annual close procedures.

- Monitor and confirm financial condition by conducting audits and providing monthly, quarterly and annual financial reports and metrics to officers and owners.
- Ensure that financial reports comply with the Generally Accepted Accounting Principle.
- Support business administration including insurance, legal compliance, and client support.
- Comply with all local, state and federal laws regarding finances and reporting.
- Ensure compliance with all legal and regulatory requirements.
- Serve as liaison to contracting tax accounting firm.
- Perform other tasks as assigned.

Skills

- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Strong competency in financial reporting, with an educational tone to help improve organizational understanding of financial matters.
- Proficiency and hands-on experience with Quickbooks Online.
- Advanced MS Excel skills including Vlookups and pivot tables.
- Experience with ADP Workforce Now.
- Proficiency in general ledger functions.
- Understanding of taxation, payroll, state and federal reporting requirements and other fiscal aspects of a business.
- Ability to prioritize, organize, and manage multiple functions simultaneously while meeting business critical deadlines.
- Ability to achieve goals and align interests through cooperation and collaboration with other departments and teams, even where no direct reporting relationship exists.
- Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive financial matters.
- Excellent organizational and analytical skills, and strong attention to detail.
- Excellent writing, editing, presentation, and communication skills.

Attributes

- Ability to work effectively and efficiently within a cohesive team environment to meet the goals and objectives of the organization.
- Willingness to be open and transparent with financial information, while providing critical context and understanding to stakeholders across the organization.
- High level of integrity, loyalty, and dependability with a strong sense of urgency and results orientation.
- Maintain open communication and be available and approachable to the team.

Work Environment

- This is a remote position with a company-issued computer and phone.
- Prolonged periods of sitting at a desk and working on a computer.

Education and Experience

- Bachelor's degree in Accounting, Finance or business administration.
- 3-5+ years of experience as an accountant within a small to midsize company or division of a large corporation.
- US GAAP experience.
- Excellent technology, analytics and management experience required.

Affirmative Action/EEO statement

North American Training Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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