

## Associate Financial Administration

### Description

G'day! We are ServiceRocket, a global tech-enabled services company headquartered in Palo Alto, California. Our purpose is to be the single most reliable partner in the acceleration of your growth. At ServiceRocket, we are committed to the development of every Rocketeer and the trust of every customer. Twenty years on and counting, we've got your back. Why is ServiceRocket the place for you?

A 20+ year tech services expert of many solutions and partnerships with industry giants. Our diverse world of Rocketeers lives by our values with a collaborative mindset resulting in a 4.7 rating on Glassdoor. We have been certified as a best place to work for our US, Chile and Malaysian offices. Our culture rocks! You'll join a fun-loving and inclusive work environment that supports your professional growth and personal well-being. Visit our website to learn more and become a part of our Rocketeer Nation.

This Associate, Financial Administrator will be a key member of our Finance team and will work on in global scale projects to accurately manage purchasing, reconciliation, reporting, and other financial tasks.

What you'll be doing

- Reviewing, comparing, evaluating and approving purchase requisitions
- Preparing Procurement budgets, cost analyses and reports
- Monitoring and enforcing the company's procurement policies and procedures
- Manage vendor onboarding and payment reconciliation
- Process Employee Expense report reconciliation and payment
- Sales Order Processing, Invoicing and attending to queries from Customers and Internal stakeholders
- Reconciling bank and credit card accounts monthly
- Support Global team queries in regards to procurement, payments, bills
- Manage Suppliers payments for multiple location
- Document and update processes and workflows
- Handle Finance Projects that may be assigned from time to time
- Support for Year End Audit and Other ad hoc audit
- General accounting support tasks (payables, receivables, journals, etc)
- Maintaining proper documents and filing control
- Global daily cash balance
- Foreign Currency rate in Accounting system
- Weekly following up on AR collection/Aging Report
- Maintenance of FIN JIRA tickets
- Assist with ad hoc reporting for internal and external needs
- Perform any other duties assigned by superior or the management from time to time as deemed necessary

What you'll bring to the table

- Detail-oriented & thorough, go to length to provide data.
- High proficiency in spreadsheet software (Excel preferred).
- Strong communication skills and the ability to work with cross-functional teams across multiple locations.
- Proficient in MS Office and Google Suite.

Other qualifications

- 1- 3 years of experience in accounting or financial areas and payroll processing

Your leaders

- Joy is our Chief Financial Officer, she leads with a heart of gold while still being sharp, strategic and an all-round number whiz. With her and your Manager Kushum you will turn data into financial victories!

Perks

- Share the fruit program: when we grow the tree, we share the fruit when the company grows, we share the profit.
- Stock options: you have the opportunity to participate in the ownership of the company.
- Health insurance: we support you and your family's well-being matters.
- Retirement plan/funds saving: we care about your future we have diverse plans depending on your location.
- Career pathways program: you can grow horizontally, vertically, or any way you want.
- Generous monthly fixed allowances including Rockettoria, Scholarship & Learning, Tech Choice, Wellness.
- Generous PTO plus one cultural heritage and community day to celebrate your story, family, and culture.

Our Selection Process

Our goal is for you to interview us. We want you to meet our team so that you can confirm we are the right company for you. You will first meet our TA member in charge of the process, they will be your tour guide throughout the entire journey and will be there to answer any questions you may have! Then you'll meet the hiring team and the executive of the area. Become a

### Hiring organization

ServiceRocket

### Job Location

Remote(SV), El Salvador

### Base Salary

\$ 70000 - \$ 165000

### Date posted

June 2, 2024

[Apply Now](#)

Rocketeer. Join us in enabling fast-growing companies to take off and so will your career!Additional InformationServiceRocket is committed to a diverse and inclusive workplace. ServiceRocket is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. \*Only shortlisted candidates will be notified\*Although the position is hybrid/remote, preferential consideration will be given to candidates based locally to the countryâs office in order to better collaborate with our team. This position is not eligible for visa assistance/sponsorship or relocation assistance.RECRUITING FRAUD ALERT: Your personal information and online safety are important to us. At ServiceRocket, recruiters only direct candidates to apply through our official career page at <https://www.servicerocket.com/join-us>.Recruiters will never request payments, ask for financial account information or sensitive information like social security numbers. If you are unsure if a message is from ServiceRocket, please email [careers@servicerocket.com](mailto:careers@servicerocket.com).Please mention the word **\*\*GENIAL\*\*** and tag `RMzQuMTQ1LjI0MC4xMDY=` when applying to show you read the job post completely (`#RMzQuMTQ1LjI0MC4xMDY=`). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via RemoteOK.com