

# Byte

<https://www.byte.eco/job/23680/>

## AR AP Billing Accountant

### Description

Are you seeking an accounting position with a vibrant and growing company in a stable industry that values work-life balance? Nova 401(k) Associates is hiring a remote AR/AP/Billing Accountant. We offer a 37.5-hour work week. We are a rapidly growing national third-party administration firm headquartered in Houston, Texas. We provide consulting and pension administration services for all types of qualified retirement plans. We were founded in 2000, and we have approximately 200 employees with nearly 10,000 clients. The individual in this position will work in a shared services environment for Nova and its sister companies.

**Job Responsibilities:** Process client payments including checks and EFT/ACH/WIRE deposits Enter vendor bills with proper verbiage and correct GL account assignment into bill.com daily Participate in quarterly and one-off billing processes including special project billings Interact with both clients and Nova staff in a professional manner and research answers to their questions Perform payment and billing reconciliation Provide overall full cycle accounting help to include G/L account reconciliations and month-end closing Set-up new customers in workflow management system and billing system Monitor group department email for questions and requests (shared responsibility) Other general accounting duties as assigned

**Qualifications:** Bachelor's degree in accounting, finance, or related field At least three years of experience in accounting or finance roles Thorough understanding of accounting principles and financial concepts Previous experience in a similar role is a plus Strong advanced Excel skills Tech savvy (we love to automate repetitive tasks!) Excellent analytical, problem solving, and organizational skills Detail oriented with a high level of accuracy in work Ability to work independently and collaborate effectively in a team environment Strong work ethic and customer service skills Ability to research and resolve errors/problems and respond in a friendly manner to both internal and external customers Ability to multitask efficiently and prioritize tasks QuickBooks Online knowledge/experience is a plus Experience with merchant accounts (i.e., Stripe or Forte) is a plus

**Salary and Benefits:** Base salary \$60,000 - \$70,000 depending on experience Salaried, non-exempt position; eligible for overtime although overtime is not expected Medical, dental, disability, and life insurance Paid time off 401(k) plan with Employer Match

**Work/Location Hours:** Work from home Must work from USA and be authorized to work for any US employer We supply all necessary computer equipment

**Work hours:** 37.5 hour work week during standard business hours

We get it. We listen. We communicate. Please mention the word **\*\*AFFIRM\*\*** 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](https://www.RemoteOK.com)

### Hiring organization

Nova 401(k) Associates

### Job Location

Houston, Texas, United States

### Base Salary

\$ 60000 - \$ 90000

### Date posted

June 2, 2024

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