

## Senior Accountant USA

### Description

Responsibilities Month-End Close Activities: Assist with month-end close activities, including preparing and posting month-end accrual, revenue recognition, prepaid entries, fixed asset, and other miscellaneous entries. Prepare month-end account reconciliations, research and resolve issues timely, and assist with the preparation of financial statements. Accounts Payable and Receivable: Process invoices timely in Bill.com, code to proper account and cost center, and reconcile to QuickBooks Online to ensure all transactions are posted appropriately. Reply to vendor inquiries, reconcile vendor statements, and correct discrepancies. Monitor receivable accounts, post customer payments, and manage collection activities. Expense Management: Review and process employee expense reimbursements ensuring compliance with company policies. Work with credit card holders to ensure all transactions are coded and classed correctly and reconcile monthly. Sales Contracts and Billing: Review sales contracts and set up billing schedules according to contract terms. Cash Management: Record cash activity into the general ledger, reconcile bank statements to the general ledger, and research/resolve any un-reconciled cash transactions timely and accurately. Tax and Compliance: Assist with the preparation of schedules for US and Canadian tax requests and respond to additional inquiries. Ensure compliance with internal controls, policies, and procedures in financial management. Special Projects: Support management in completing special projects, ad-hoc reporting and analysis requests, and other tasks as assigned. Requirements Bachelor's degree in Business, Finance, Accounting, or related field. 4 to 6 years of relevant accounting experience in progressively responsible roles. Strong working knowledge of US GAAP principles, ASC 606, and financial statements with multi-entity and multi-currency environment preferred. Advanced proficiency in QuickBooks, Bill.com, Ramp, spreadsheets (MS Excel & Google Sheets), Rippling and Expensify. Exceptional attention to detail and accuracy. Strong analytical and problem-solving skills. Excellent communication and organizational skills. Ability to manage multiple tasks and meet deadlines in a fast-paced environment. Public accounting experience preferred; CPA certification a plus. In-office location: Mountain View, CA, United States. Remote location: United States. The base salary range for this full-time position is \$90,000 – \$140,000. In addition to base pay, total compensation includes bonus, equity and benefits. Within the range, individual pay is determined by work location, level, and additional factors, including competencies, experience, and business needs. The base pay range is subject to change and may be modified in the future. Inworld Jobs Privacy Please mention the word \*\*MARVELOUS\*\* and tag RMTguMjM2LjIzNi42MA== when applying to show you read the job post completely (#RMTguMjM2LjIzNi42MA==). 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

Inworld AI

### Job Location

Remote

### Base Salary

\$ 50000 - \$ 105000

### Date posted

June 10, 2024

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