



www.vertexcfo.com

(303) 810-7346

STAFF ACCOUNTANT

VertexCFO provides fractional CFO and Controller expertise

to middle market and well-funded start-up companies seeking to make solid financial decisions to manage, grow or sell their companies. We specialize in making sense of complex financial information, providing CEOs and entrepreneurs sound data to run their businesses and present to their investors. We work in multiple industries and are looking for people who want to make a difference and help our clients grow.

Why work at VertexCFO?

We are focused on the success of our clients. Successful team members are highly motivated problem solvers and strong communicators — collaborators who take ownership and can manage multiple client relationships and help our clients achieve success. We make business improvements, grow with our clients, provide high-quality work and build long-term relationships.

We are seeking experienced Staff Accountants who desire a work/life balance and flexibility, yet also have a strong desire to contribute to our company and to our client's success and growth. While we are based in Golden, Colorado, work is performed remotely and at client locations as required.

Staff Accountant: This role is a subcontractor/1099 role which provides the successful candidate a voice on our team and the ability to jointly structure a schedule that works for all parties. Successful candidates must be timely with work product, manage multiple clients, multi-task, have excellent relationship skills, be readily available and responsive to client questions and requests, knowledge to work in multiple financial systems, and have strong with Microsoft tools. This position works closely with our CFOs, Controllers and client senior leadership.

Responsibilities:

- Maintain multiple successful client relationships
- Perform reconciliations for bank and credit card accounts
- Manage multiple deadlines and multi-task to meet client needs
- Process and record company credit card information into accounting system to accurately record transactions
- Maintain accounts payable (i.e. match purchase orders to vendor invoices, enter bills accurately, make payments, 1099's, etc.) and maintain vendor relationships
- Maintain accounts receivable-invoicing customers, process payments, record transactions, and follow up on collections
- Maintain accurate files for accounts payable, customer contracts, payments, expense reports etc.
- Process payroll with outside payroll vendor- may be assigned tasks to maintain employee records, process payroll, new hire paperwork, etc.
- Assist with month end close deadlines to ensure accuracy, completeness, and timely reporting of all AP, AR, payroll and other key items as assigned within established policies and procedures
- Maintain sales tax information and timely file sales tax reports
- Assist with maintaining accurate inventory and fixed asset records
- Perform special projects and other administrative tasks for the company as needed

Experience Requirements:

- 2-year associates accounting degree or extensive accounting/bookkeeping experience
- Detail oriented
- Ability to multi-task
- Strong communicator
- Excellent work ethic
- Integrity
- Ability to meet deadlines
- Comfortable working remotely, at client locations and motivated to collaborate with key team members to meet goals of clients
- Proactive personality that has high accountability and standards
- Must have strong aptitude for accounting systems (i.e. QB desktop/enterprise, QBOonline, Xero, Sage) and other software technology such as expensify, bill.com etc.
- Pay range \$25-\$50/ hour based on experience

Apply:

Email resume to Brian Medley, Principal & Founder, bmedley@vertexcfo.com