



Accounting Associate
CITY HIVE

Job Category: Accounting/Finance

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Minimum 2 years

Posted On: 22 Dec 2024

Application Deadline: 20 Jan 2025

Job Context

- City Hive is looking for an experienced accounting professional to become a key member of the Finance team, working closely with the Controller and Director of Strategy and Finance. We are seeking a motivated individual to support our internal and customer-facing accounting functions. This will include, but not be limited to, assisting with preparation of financial statements, designing and implementing improvements to accounting procedures, and supporting our audit and tax filings. You will work cross-functionally with our accounting and finance teams, our customer success and support teams, and our development teams to improve billing processes, expedite collections, and resolve payment-related issues. You will also work with the team on special projects such as acquisitions, funding rounds, and equity events.

Job Description/Responsibility

- Support our accounting processes, including
 - Completing our month-end close, accounts payable, and accounts receivable processes,
 - Preparing our financial statements in accordance with GAAP,
 - Serving as a technical accounting resource,
 - Preparing for our consolidated audit, and
 - Maintaining tax compliance
- Assist in the design, implementation and maintenance of controls within our internal and external-facing products and implement accounting policies
- Perform client account research and reconciliation, including analysis of payment-related issues, assistance in adjustments and corrections, and communication of resolutions
- Proactively contact and collect on outstanding customer accounts, both through individual communications and through scalable solutions
- Build and maintain relevant reports showing continued progress in accounting initiatives efforts and support Controller with reporting and analysis
- Analyze merchant data, identify product improvements, address client issues and implement scalable and long-term solutions
- Advise leadership on accounting implications of new initiatives

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Degree in accounting, finance, or related field
- CPA preferred (CPA candidates will also be considered)

Experience Requirements

- Minimum 2 years of experience is required.

Additional Experience Requirements

- 2+ years experience as an accounting professional

Skills Requirements

- Strong written and verbal communication skills with ability to professionally communicate with clients and advise clients on creative resolutions
- Strong organizational skills with ability to prioritize multiple tasks and projects
- Strong quantitative and analytical skills with a passion for problem solving and heightened attention to detail
- High proficiency in Excel and Google Sheets with ability to analyze large sets of data
- Collaborative mindset with a willingness to learn and contribute to team goals

Work Area

- Applicant should have experience of working in the following category(ies): Accounting/Finance

Industry Type

- Experience should include the following skills: IT/Telecommunication

Address: New York, NY, New York, NY, United States

Company Profile: Internet & Web Services

Company Website: <http://www.cityhive.net/>