

Job Title: Staff Accountant

Reports to: Accounting Manager

Location: Remote (hours aligned to North-American time zone)

1. Role Summary

The Staff Accountant executes the day-to-day bookkeeping, reconciliation, and month-end close tasks that feed our consolidated financial statements. You will post transactions, prepare balance-sheet reconciliations, and draft month-end schedules for the Accounting Manager's review. This role demands meticulous attention to detail, a solid grasp of accounting principles, and the discipline to hit tight deadlines in a fully remote environment.

2. Key Responsibilities

Cash & Banking

- Post daily cash receipts, wire transfers, and ACH transactions.
- Prepare monthly bank reconciliations for all operating and FX accounts, clearing reconciling items promptly.
- Reconcile corporate and virtual credit cards; code expenses to the correct GL accounts.

Accounts Receivable

- Apply customer payments, credit notes, and chargebacks in the ERP.
- Monitor customer portals to confirm receipts and identify variances.
- Initiate disputes or claims for unmatched items and keep an updated issues log for the Accounting Manager.

Accounts Payable

- Download, verify, and upload vendor invoices to the approval workflow each week.
- Match POs, packing slips, and invoices; post approved invoices and schedule payments.
- Prepare weekly payment runs (EFT/ACH/wire) for the Accounting Manager's sign-off.

Inventory & Cost of Goods

- Record inventory receipts, transfers, and adjustments in the ERP.

- Assist with monthly inventory valuation and reconciliation of inventory accounts to the general ledger.

General-Ledger Reconciliations

- Maintain monthly balance-sheet reconciliation workbooks for all assigned accounts (cash, AR, AP, prepaids, fixed assets, taxes, loans, and equity).
- Document supporting schedules and upload them to the shared reconciliation folder by the third business day.

Financial Reporting Support

- Compile the pre-close GL tie-out checklist and flag outstanding items to the Accounting Manager.
- Respond to follow-up questions from the Accounting Manager or the Controller,

Continuous Improvement & Collaboration

- Adhere to all documented SOPs and suggest process enhancements that reduce manual effort.
- Maintain clear, organized workpapers for audit readiness.
- Communicate status updates and issues proactively during daily check-ins with the Accounting Manager.

3. Preferred Assets

Experience with e-commerce, SaaS, or inventory-driven businesses.

Exposure to multi-currency accounting and FX revaluations.

Working knowledge of Microsoft Dynamics 365 Business Central or similar mid-market ERP.

Power BI or other BI/dashboard proficiency for ad-hoc analysis.

Prior involvement in process automation or system implementations in a remote setting.

5. Why Join Us?

Impact from Day One: Your reconciliations shape the accuracy of our financial statements and support key decisions.

Career Growth: Gain mentorship from a CPA-designated Accounting Manager and accrue hours toward your designation.



Remote-First Flexibility: Work where you are most productive while collaborating with a high-performing distributed team.

Continuous Learning: Access to training, modern cloud tools, and opportunities to participate in automation projects.

Inclusive Culture: We value open communication, accountability, and recognition of hard work.