



INTERN STAFF ACCOUNTANT - FT/PT REMOTE WORK OPPORTUNITY

Who We are:

Primetrics is a Fractional CFO Firm, based in Portland, focusing on accounting and financial operations, business advisory, information technology, and related strategies so our clients can focus on their business and drive innovation.

The ideal candidate for this position demonstrates a solid technical accounting background, strong communication skills, and can work as a team member while effectively managing their time and multiple client priorities.

What You Will Do:

- Work with Primetrics client service team to understand the financial health of the client's business while providing accounting, payroll, transactional, and information technology functions.
- Work on multiple clients at a time.
- Successfully record accounting transactions according to GAAP.
- Update procedures on a real-time basis.
- Implement and performs new accounting and financial related processes and controls.
- Operate cloud-based applications to automate accounting and finance functions.
- Successfully complete general ledger journal entries and account reconciliations.
- Attend training sessions required to retain license(s) and job-specific skills.
- Follow Firm's QA and HR manuals and procedures.

What We Need on Our Team:

- Willingness and desire to learn.
- High levels of intelligence, integrity, honesty, motivation, and aptitude for the profession.
- Able to prioritize and manage time effectively to exceed goals.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced, and at times, stressful environment.
- Positive attitude and ability to work well with a team.
- Knowledge of the firm's quality control policies and procedures and adherence to such policies and procedures.
- Perform other tasks not explicitly described as necessary and business needs arise.

What We Need From You:

- Willingness and desire to learn.
- Associate's Degree in Accounting preferred, or requisite work/study experience.
- One year experience as a full cycle Accountant is preferred.
- Microsoft Office 365 experience highly preferred.
- Experience working with QuickBooks Online, Bill.com, ADP, Fathom, and related cloud applications preferred.
- Live in the Portland Metro Region (within 80 miles)

What We Offer:

- Great multi-industry work experience
- Team-Oriented Remote Working Environment
- Company-furnished laptop, monitors, software, and IT support
- \$20/hour