



ACCOUNTING MANAGER - REMOTE WORK OPPORTUNITY

Who We are:

The Primetrics team, based in Portland, focuses on accounting, business processes and controls, financial operations, and related strategy so our clients can run their businesses and build disruptive products.

The ideal candidate for this position demonstrates a solid technical accounting background and excellent communication skills. As a key member of our team, this position entails working with clients to provide accounting, business process, financials operations, and related strategy support. This position will be part of the foundation of team building and will help drive a high level of client service which is expected for the continued success of our organization.

Supervisory Responsibilities:

- Assists in recruiting, interviews, new hires, and training new staff.
- Oversees the daily transactional workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles performance and feedback of employees in accordance with company policy.
- Train and supervise the staff members assigned to engagements.

What Will You 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 and document accordingly.

- Implement and perform 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 the Firm's QA manual and procedures.

What We Need on Our Team:

- High levels of intelligence, integrity, honesty, motivation, and aptitude for the profession.
- Demonstrated ability in all areas of the staff accountant evaluation criteria.
- Knowledge of the firm's quality control policies and procedures and adherence to such policies and procedures.
- Strong supervisory, mentoring, and leadership skills.
- Provides cross-training from established documented processes.
- Ability to prioritize tasks and to delegate them when appropriate.
- 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.
- Recognize in advance the possible problem areas of an engagement and assist in developing solutions.
- Perform other tasks not explicitly described as necessary and business needs arise.

How Your Skills Will Help You Succeed:

- College graduate with a concentration in accounting.
- One to five years of experience.
- Demonstrated supervisory experience.
- Experience with full close-cycle accounting a plus.
- Microsoft Office 365 experience highly preferred.
- Experience working with QuickBooks Online, Bill.com, ADP, Fathom, and related cloud applications preferred.

What We Offer:

- Team-Oriented Remote Working Environment
 - Company-furnished laptops, monitors, software, and IT support
 - Holidays
 - Paid Time Off (PTO)
 - Health Insurance Reimbursement
 - Internet/Cell Phone Reimbursement
 - Simple IRA Retirement Plan
 - Monthly Team Lunch Meetings
 - Tuition Reimbursement, CPA Membership, and Exam Support
 - Bonus Potential
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Job Type: Full-time

Salary: \$75,000.00 - \$90,000.00 per year

Schedule:

- 8-hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Accounting: 1 year (Preferred)

Work Location: Remote