



Making technology work for *your* business.

### **Senior Accountant**

SpotLink, a premier Technology Solutions firm, is looking for a degreed accounting professional to join its team of service-oriented professionals as a "Senior Accountant".

In your role, you will oversee and perform the full cycle accounting of the firm, assure internal and client compliance with licensing and other professional standards, and provide financial and business reports and guidance.

This is an exceptional opportunity for someone who enjoys working in a dynamic, fast-paced environment, which exposes them to a broad mix of business skills and settings, and challenges them to think creatively and adapt to fluid situations.

We offer competitive wages, multiple bonus options, revenue sharing, educational incentives, and a flexible work environment. This is a full time position.

### **Responsibilities:**

#### **Accounting**

- Day-to-day accounting via QuickBooks
- Review and approve all time entries and follow up with technicians to ensure accuracy of information
- Prepare invoices and manage collections process, and manage cash flow
- Maintenance of the accounting system including the General Ledger, A/P and A/R
- Provide CEO with the appropriate financial information to manage a growing business
- Responsible for account reconciliations, month end close and P&L preparation
- Maintain balance sheet schedules for prepaids and fixed assets
- Reconcile and file Sales tax quarterly
- Run semi-monthly payroll
- Assist in and develop accounting and operations process improvements
- Organize and safeguard accounting records and financial data

#### **Compliance**

- Oversee auditing of internal compliance standards
- Work with client on audit and compliance with their professional/regulatory standards

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### **Licensing/Asset Management**

- Understand the licensing programs of companies like Microsoft, Symantec, Cisco, etc.
- Perform inventory/audits of installed software at client sites
- Analyze customer license requirement/contracts
- Make licensing recommendations so as to meet legal requirements and reduce costs
- Execute SAM projects, rollout and transfer a running system to the client
- Provide full IT Asset Management at select clients sites

### **Requirements:**

- BS in Accounting, Finance, or related field
- 3+ years of accounting experience in a small to medium business environment
- Solid knowledge of QuickBooks
- Strong experience with MS Excel and Office Suite
- Must be highly organized and able to work independently and efficiently
- Knowledge of fixed asset accounting
- Strong presentation, communication, organization, multitasking, and time management skills

### **Valued Experience:**

- Strong GL Experience.
- Business management interest and aptitude.
- Familiarity with high technology business bookkeeping, especially IT and/or software development businesses
- Knowledge of software licensing
- Demonstrated ability to roll out new systems and find creative ways to improve efficiency and effectiveness of software tools.

### **Travel:**

- Local travel as needed to client sites and occasional other local travel.

### **Additional Requirements:**

- US Citizen
- Driver's license and car
- CA good driver record
- Service oriented attitude
- Professional appearance and dress

### **Compensation:**

This is a salaried position, plus profit sharing. Base compensation is \$65K+per year, depending on qualifications and experience. Mileage is reimbursed at IRS rate.

Please email your resume with salary history to [careers@SpotLink.com](mailto:careers@SpotLink.com).