



JOB DESCRIPTION – Accounting Specialist

Kolme Group has been experiencing tremendous growth and we are looking to expand our team by adding a highly motivated Accounting Assistant! Come join our growing international PM consulting company with a culture that focuses on maintaining the balance between customer-centric and employee-centric foundations. At Kolme Group, we understand how flexibility allows our team members to deliver exceptional results to our clients. This role provides boundless opportunities for both personal and professional growth. We are a fully remote organization that offers schedule flexibility, top-notch benefits, and an extraordinary culture lead by an inspiring leadership team. If you are driven, like to exceed expectations, and want to work with an awesome group of people, we want you to apply to this career making opportunity.

BASIC FUNCTION OF THE JOB

The Accounting Specialist will assist management with accounts payable and accounts receivable for the company. The ideal candidate will have a passion for numbers and accuracy. This is an entry level position for someone who has a basic knowledge of accounting or bookkeeping concepts. We are looking for someone with dedication and focus to reinforce our billing needs for our growing company. We are 100% work-from-home. As such we can provide significant schedule flexibility, but we also require support across multiple time zones.

WORK PERFORMED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions of the Job:

- Daily maintenance of records and accounting software
- Works closely with and under the direction of Management reconciling major partner invoices
- Maintain all electronic AP and AR reports, spreadsheets, and files
- Maintains security by following internal accounting controls
- Maintains historical records by saving accounting documents
- Correctly enter all invoices and payments against accounts receivable in the accounting system
- Speaking with vendors and suppliers to ensure charges are accurate and that payments are received in a timely manner
- Communicating with clients to discuss account statuses, charges, or discrepancies.
- Contact employees and departmental supervisors for clarity on missing data
- Prepare analysis of accounts as requested
- Process ACH requests outside the normal accounting cycle as requested
- Verifies accounts by reconciling statements and transactions
- Other duties as assigned

MINIMUM REQUIREMENTS

Education and/or Experience:

- 1+ years of accounts receivable/payable, accounting, or bookkeeping experience
- QuickBooks Online experience is highly desirable but not required

KNOWLEDGE, SKILLS, AND ABILITIES

- High degree of accuracy
- Great attention to detail
- Proficiency in mathematics
- Ability to work independently
- Ability to meet deadlines
- Strong reporting and communication skills
- Analytical mindset and critical thinking
- Excellent communication and interpersonal skills

Must be able to balance multiple projects at any given time and stay on top of the details for each. Strong communication skills are absolutely essential. Positive attitude and customer-centric attitude are key. Must be a self-starter and quick learner and comfortable in a fast-paced environment.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics and physical demands described here are representative of what a teammate can expect to encounter while performing the essential functions of this job. Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions.

- All work is performed remotely
- Team Member must have reliable high-speed internet access at all times while at home and traveling
- Ability to provide a distraction free workspace
- Ability to attend virtual meetings with “camera on” at all times
- Ability to sit/stand at a computer/desk for an extended period of time
- While performing the duties of this job, the team member may be regularly required to: stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone
- Specific vision abilities required by this job include close/distance vision, and ability to look at a computer screen for extended periods of time

WORK REQUIREMENTS

Kolme Group does not offer residency sponsorship or relocation assistance. Applicant must be legally authorized to work in their primary location. Applicant must pass a background check.

BENEFITS

Kolme Group provides the following benefits to all team members:

- Twenty Days of Paid Time Off
- Eleven Paid Holidays
- Health Insurance and Dental Insurance at no cost
- Home Office Set Up Reimbursement
- Home Office Monthly Utility Reimbursement
- Home Office Technology Reimbursement
- Annual Bonuses