

Staff Accountant and Consultant  
Choose Your Metric

## About the company

Founded in 2015, Choose Your Metric helps companies scale their operations and profitability to enable the founders to prepare for long term success and/or execute exit strategies. We partner with clients to improve their financial systems, operations, sales and marketing and leadership showing up for them as if it were for ourselves.

## Staff Accountant and Consultant

Our company is seeking a highly motivated team member who is well versed in accrual and cash accounting rules as well as interested in business analyst responsibilities. This dual role is unique in that we offer outsourced controller services to our clients as well as consulting services to help them build out robust operational systems and implement automations so they may achieve growth goals using best practices and accountability.

The successful candidate will be client facing and assigned to accounts making sure that their accounting is in top shape, executing their bookkeeping tasks, contributing to budgeting and forecasting activities, and producing monthly and quarterly reports. Additionally, you will be able to assume ownership over process documentation from shadowing clients at work, contributing to recommendations for improved systems, requirements documentation for new ERP systems such as CRM, and helping with software selection and project management of implementation.

This position is part-time and ideal for someone who seeks work-life balance where they are able to leverage their professional skills, remain in the workforce at a senior level and set their own part-time schedule around their life's activities.

## Travel

This position is a remote position and most work is expected to be virtual.

## Responsibilities

- Become intimately familiar with each assigned client's business model, pricing model, chart of accounts, and operations as necessary.
- Accounting activities including but not limited to posting bank and credit card transactions, reconciliations for banks, credit cards and PayPal, P&L forecast modeling, revenue and expense allocation for accrual accounting, inventory allocation for accrual accounting, Balance Sheet accruals, accounts payable, accounts receivable.
- Payroll execution for hourly and salary employees, payroll reporting by department and location.

- Documentation of existing processes in various operating departments using software that shows maps, workflows, steps and systems used.
- Recommend process improvements based on best practices.
- Research best practices and consultants in specific areas as necessary.
- Document software and project requirements.
- Contribute to software selection projects involving all stakeholders and end users.
- Contribute to project management of software implementation.

## Qualifications

- Two to five years' experience with a mix of accounting and consulting, most of which is client facing
- Knowledgeable of accrual and cost accounting methodologies and experience with both
- Technical documentation skills
- Proven interpersonal skills, innovation, and the ability to self-motivate with a high degree of independence and success
- Strong analytical, project management, fiscal management, and decision-making skills
- Clear, thoughtful, concise, written and oral communication skills that drive collaboration
- Strong research skills, thinks like an investigator to make sure you have the right information
- Intellectual curiosity – an interest in learning new ideas, skills, and concepts
- Experience using Quick Books Online, Office 365, G-Suite, and a quick learner of new software programs
- A combination of confidence and humility

## Benefits offered:

- Part-time, flexible schedule

*It is the policy of Choose Your Metric not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.*