

VIRTUAL ACCOUNTING MANAGER

GRAND RAPIDS, MI & REMOTE

ABOUT US

[Fintelligent](#) provides outsourced financial operations that enable faster, more profitable growth for emerging companies. Our customers are high growth firms who “rent” their finance and accounting operations from us, enabling them to focus on growing their business.

We provide trained experts, proven technology and best practices that help our customers grow their business. Our firm operates much like our clients do: entrepreneurial, tech savvy with a can-do mentality. We work virtually as part of our customer’s teams. We are looking for a resourceful, energetic accountant who loves the debit and credit details that provide our customers the data they need to grow.

POSITION

Our Virtual Accounting Manager will be responsible for performing advanced accounting activities, closing the books each month, managing day-to-day customer transaction processing and develop effective accounting procedures.

Some of the things you will do include:

- Close our clients books each month and prepare financial reports.
- Implement accounting processes and controls, including maintaining checklists and reporting progress on all customer accounting activity.
- Prepare advanced accounting schedules such as accrued expenses, prepaid expenses, merchant account reconciliations, amortization schedules, etc.
- Assist day-to-day transaction processing using our platform of third-party software applications, such as QuickBooks, Excel, SageIntacct and Bill.com.

DO THESE ATTRIBUTES APPLY TO YOU?

- **Problem solver.** Must be able to “jump in with both feet” and solve problems independently.
- **Detail lover.** We’re accountants... we thrive on the details!
- **Fast learner.** You pick things up quickly and can show us a thing or two on how to do things better.
- **Resourceful.** You can figure things out on your own and enjoy the detective work that is part of accounting.
- **Collaborator.** While you can figure things out, you’re not afraid to ask for help
- **Educator.** Explain things simply and succinctly to those who may be accounting challenged
- **Personable.** You can handle a conversation as well as a spreadsheet. You like working with people!

INDUSTRY EXPERTISE WE’D LIKE YOU TO HAVE

Our customers are primarily business to business entities. Most of them are software companies. We also have business services, commercial real estate and inventory-based companies.

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SOFTWARE SKILLS WE NEED

- We require experience with the software below.
 - QuickBooks Online and QuickBooks Desktop.
 - Excel. Your spreadsheets can be understood by someone who has not seen it before.
 - Bill.com knowledge.
- SageIntacct is desirable but not required. We have several customers using that software.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

- Bachelors or Associates Degree, preferably with an accounting or business major.
- Minimum 5 years' accounting experience booking online transactions and merchant accounts, journal entries, bank and account reconciliations and closing the books.
- Implementing QuickBooks or other accounting software for a company
- A dedicated work area at home (not a kitchen table). We'll supply you with a computer and workstation with dual monitors.

WHAT WE OFFER

- Virtual work from home environment. While our company is headquartered in New Jersey this position's manager is located near Grand Rapids, MI. We'd like you within driving distance for occasional meetings.
- Fulfilling work helping innovative companies achieve their ambitions.
- The most fun and passionate staff of accountants and tech people you will ever work with. Really.
- Medical, dental and vision benefits.
- Opportunity to be part of a fun, dynamic, fast-growing company.

INTERESTED?

If Fintelligent sounds like a place you'd like to work, please send your credentials to info@fintelligent.com. We need detail-oriented folks. We'll only consider candidates who have read to this point and can tell us when was the last time you did a puzzle and how you fix a reconciliation in QuickBooks Online when the starting balance is different from the bank statement?