



## Accounting Specialist

We are a full service Luxury Home Staging and Interior Design firm looking for someone who is detail oriented, organized, and able to keep up to date with all finances and purchasing within the office. We are looking for an Accounting Specialist to aid in all financial transactions, from invoicing clients, paying Company bills, creating budgets, to managing purchase orders for both Staging and Design. This role is a part time addition to our team working around 20 hours per week.

Responsibilities:

- Perform account analysis and reconciliation to ensure accuracy and completeness of financial data
- Assist with auditing financial records to identify discrepancies and ensure compliance with regulations
- Process accounts payable and accounts receivable transactions accurately and in a timely manner
- Assist in purchasing for both design and home staging department
- Assist with invoicing clients and requesting payment from clients
- Prepare financial statements, including balance sheets and income statements, for management review
- Assist in the preparation of financial reports for internal and external stakeholders
- Conduct forecasting and budgeting activities to support financial planning and decision-making
- Collaborate with cross-functional teams to gather financial data and provide insights for business operations
- Maintain organized and up-to-date financial records for easy retrieval and reference
- Create budget for each department while ensuring the budget is maintained and adhered to
- Use Expensify to assist in monthly credit card reconciliation
- Assist with cutting checks when necessary for vendors, contractors, or bills

Requirements:

- Bachelor's degree in Accounting, Finance, or related field
- Proven experience in accounting or finance roles, with knowledge of general accounting principles
- Strong analytical skills with the ability to interpret financial data accurately

- Proficiency in using accounting software
- Excellent attention to detail and accuracy in data entry and analysis
- Strong written and verbal communication skills for effective collaboration with team members and stakeholders
- Ability to prioritize tasks, meet deadlines, and work independently or as part of a team