



## **Accountant Part-time On-going Remote Opportunity**

### **About IFI Professionals (Incubator Finance):**

At IFI, we have created an innovative and new way of approaching accounting and technology needs for small and mid-size businesses in a variety of industries.

### **“What is Means to Share the IFI Experience as an Employee”**

We have gone to great lengths to ensure our employees feel respected, listened to and have an opportunity to constantly learn new things and grow. We provide our employees with state-of-the-art office equipment like stand-up desks, have monthly remote team building celebration events and more.

Recently, we were awarded as being one of the Top 100 Best Employers in Orange County. We are constantly striving to make the employee’s experience a fun and enjoyable one.

### **The Skills You'll Need to be Successful:**

- Ready to learn - We will expand your thought process and challenge you every day. (If you are looking for everyday repetition this is not for you).
- Thorough knowledge - of Accounting procedures and principles. Must have experience closing books.
- Understand General Ledger Accounts – know what the appropriate account is to use when recording transactions.
- Data entry – enter transactions timely and accurately. Enter bills, invoices, and various journals in the system.
- Account Reconciliations – the ability to reconcile all balance sheet accounts and identify and elevate any possible issues seen in the reconciliation.
- Analytical and a proven problem solver - You will need to be able to verify transaction flow and postings, resolve accounting challenges and understand our clients so that you can ensure their books are clean.
- Experience with Intacct ([www.intacct.com](http://www.intacct.com)), a plus.
- Experience as an Accountant - 3+ years.
- Degree - in Accounting, Finance or relevant field.
- Communication skills -You have excellent written and verbal communication skills. You make complex ideas understandable and craft requirements that are easy for multiple audiences to consume.
- Problem-solving skills -You have excellent problem-solving skills, with demonstrated ability to create structure and manage ambiguity.
- Visionary -You have good business sense and can see the big picture. You can see how one event can impact and affect many others.
- Flexibility -You’re comfortable operating in a fast-paced entrepreneurial environment.
- Must understand the following: The flow of transactions. For example, if a fixed asset is being placed in service, how will it be transacted in the system and how it affects the financial statements.



### **Responsibilities:**

- You'll be working on the month-end close process.
- Bank/Account Reconciliations
- Work in a team environment with fellow accounting and implementation teams
- Work in Excel and other Accounting related software programs

### **You'll Love Working Here Because:**

- We offer a casual environment and a flexible work schedule, so if you have a special event you want to attend you can leave early. We want you to have a good balance between work and your personal life. By the way, we were working remotely way before it was required, so we have that down too. Our remote employees very much feel they are connected to the organization and each other.
- The People - You will be surrounded by some of the most talented, supportive, smart, and kind leaders and teams -- people you can be proud to work with!
- We Care Deeply - We take time to be present and partner with our team and communities.
- We Strive to Move Upward & Are Forward Thinking - We navigate through ambiguity and go the extra mile.
- The Diverse Culture - We believe that we make better decisions when our workforce reflects the diversity of the communities in which we operate. We strive to recruit and retain the brightest and best employees as we continue our journey forward.

### **EEO Statement:**

At IFI, we don't just accept differences — we celebrate them! We know by having a diverse organization it benefits our employees, our customers, and our community. IFI is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of creed, gender, national origin (includes, but is not limited to the individual's or ancestor's' actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group or marital to membership in or association with persons of a national origin group), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity, gender expression, gender transition, Veteran's status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know by notifying us.