



**Company:** CxORE, LLC an EOE

**Position:** Staff Accountant

**Type of Company:** Business Process Outsourcing

**Location:** Work from Home (Company is in Davis, CA)

**Reports To:** CxO

**Status:** Full Time, Non-Exempt

**Compensation:**

**Benefits:** Medical, Dental, Vision

**Start Date:**

**CxORE (pronounced core):**

*CxORE provides Business Process Outsourcing (BPO) across five interconnected areas: Administration, Accounting, Finance, Human Resources, and Technology. Our goal is to create newfound capacity for organizations so they can focus on their core competencies and mission while CxORE delivers critical business services and solutions.*

## **POSITION OVERVIEW**

At CxORE we say, “all roads lead back to accounting.” We’re looking for a dynamic Staff Accountant to keep our company and clients’ systems, processes, and numbers on track with unwavering accuracy.

The ideal candidate will have a natural passion for math and a strong understanding of the intricacies of assets, liabilities, profit and loss, and other financial transactions within an organization. He or she will play an enormously important supportive role, keeping our company and clients’ financial outlook bright with strong problem solving, critical thinking, and deductive reasoning.

CxORE operates in a rich SaaS environment that’s anchored by QuickBooks Online with integrations to Bill.com, Fathom, PayPal, Stripe, and major banking institutions. Clients operate domestically and internationally, and many are supported with foundation and government grants.

## **KEY DUTIES AND RESPONSIBILITIES**

- **Accounting, Bookkeeping and Reconciliations** – In the context of a fully automated accounting system with AI, apply critical thinking to the bookkeeping process to correctly add, match, or exclude transactions downloaded from major banking institutions or synced from integrated SaaS applications such as Bill.com. Reconcile multiple current asset and liability accounts on a weekly or monthly basis while ensuring all transactions are coded to the correct accounts, based on historical coding or inquiry in the case of new transactions. Develop and book monthly journal entries for income recognition, payroll expenditures and year end accruals.
- **Accounting System Implementation and Integration** – Analyze existing accounting system relative to an organization’s requirements. Determine if inadequate, meets or exceeds requirements and formulate recommendations. Courses of action include upgrading or downgrading of versions, integrating online AR/AP systems, disconnecting or connecting additional accounts and in some cases full system design, implementation, and execution.

- **Accounting Process Analysis, Setup and Modification** – Maximize an accounting system’s decision making, and income and expenditure tracking value by analyzing the chart of accounts and use of projects, classes, and tags. Modify the income statement to support decision making and setup projects and classes to achieve visibility and tracking accuracy. Where applicable, integrate financial reporting and analysis systems to track organization performance.
- **Budgeting, Projecting and Reporting** – Develop a comprehensive understanding of an organization’s annual financial goals. Analyze income statement and establish annualized run rates for major income sources and expense categories. Construct budget with projected income and expenses based on run rates and desired outcomes while rationalizing changes and their magnitude. Develop detailed and consolidated income statement reports that align with the chart of accounts for actual to budget variance analysis and ad hoc reporting requirements.
- **CPA, Partner and Vendor Interfacing** – Communicate with an ecosystem of CPA’s, partners and vendors that interact with our company and clients. Support information inquiries from annual tax returns and information return filings to ad hoc inquiries regarding invoices, payments, and information requests, such as insurance renewals. Develop relationships with treasurers, grant sponsors and other influencers that rely on solid, accurate accounting data.

#### **MINIMUM QUALIFICATIONS**

- Bachelor’s degree in accounting
- 2 + years of professional accounting experience
- Working knowledge of GAAP
- Proficient with QuickBooks Online and Microsoft Excel
- Natural inclination towards technology and SaaS applications
- Proven ability to handle multiple projects simultaneously
- Ability to multitask, prioritize, and organize efficiently
- Motivated to grow through on the job training and taking initiative

#### **DESIRED QUALIFICATIONS**

- Familiar with Bill.com, Fathom, PayPal, and Stripe or other industry leading SaaS applications
- Nonprofit accounting and/or bookkeeping experience
- Domestic and international wire transaction experience