

Senior Accountant

Member of Administrative Team

Reports to: VP, Finance

Status: Part Time, Non-exempt, with potential to grow into a Full Time position

Salary Range: \$30.00 to \$35.00 per hour, depending on experience and expertise

Love & Company

Love & Company, based in Frederick, Maryland, is a national leader in senior living marketing, research, branding, advertising and sales management. We take pride in having a top-notch team of creative marketing professionals with extensive experience in their specific areas of expertise as well as senior living.

Position Overview

In this part time role, the senior accountant is responsible for billing and financial reporting functions, ensuring accuracy and completion in a timely manner.

Primary Responsibilities

- ❖ Manage the client billing function
- ❖ Prepare monthly financial reports
- ❖ Other duties

Detailed Responsibilities

- ❖ Manage the client billing function
 - Work collaboratively with client services and project management departments during the billing process to ensure that clients are billed accurately and corresponding revenue is recognized appropriately.
 - Work collaboratively with the part-time staff accountant in managing accounts payable to ensure production and media expenses are properly billed to the client.
 - Prepare all client invoices and send to clients on a timely basis.
 - Monitor accounts receivable. Initiate collections efforts and follow established protocol for past due invoices.
 - Send monthly statements to client the first of each month.
- ❖ Manage financial reporting
 - Prepare month end the journal entries



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- Prepare monthly reconciliations for bank accounts
- Prepare monthly financial statements based on GAAP
- Maintain adequate documentation for all balance sheet accounts. Including bank reconciliations, fixed asset, accrual accounts, and loan documentation
- Assist in preparing financial reports for monthly management meeting
- ❖ Other Duties
 - Calculate monthly sales commissions
 - Assist with payroll and 401(k) processing as needed
 - Provide excellent customer service to clients, employees and others
 - Assist with preparation of additional finance reports as needed

Qualifications and Requirements

- Bachelor's Degree in accounting
- 5+ years of related corporate accounting experience
- Experience in a marketing, advertising or consulting firm preferred
- Excellent MS Excel and Word skills
- Fast learner and strong technology skills
- Experience with Workamajig preferred (accounting system)
- Maintain a professional and friendly demeanor at all times
- Must be able to effectively communicate both verbally and written, with all level of employees, clients and vendors
- Must be able to multitask and prioritize to meet deadlines
- Must be effective in handling problems, including anticipating, preventing, identifying and solving problems as necessary
- Must be able to maintain confidentiality of information
- Ability to pass a comprehensive background check

Application Details

To apply, please submit online at: <https://loveandcompany.com/careers/>:

- ❖ A detailed letter explaining why you are interested in the position, the strengths and benefits you can bring to the firm, and the experience you have in the above areas

- ❖ Your resume and links to your LinkedIn profile
- ❖ Your salary requirements

NOTE: Inquiries will ONLY be accepted with a cover letter and salary requirements.

No phone calls, please.

Love & Company is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.