



Accounting Associate -TideSmart Global

Marketing Agency in Portland, Maine is currently seeking a full-time associate with a diverse range of skills including entry level accounting/bookkeeping. Position reports directly to the Director of Finance and responsibilities include the management of large amounts of data, A/R, A/P, reconciliation, and other accounting functions within a preset system. This position has an opportunity for career growth in the fields of finance and accounting.

Key Outcomes:

- Process corporate payables
- Sort and process vendor invoices for payment approval
- Collect and assist in the processing of expense reports
- Gather and analyze project data to prepare internal and external reports
- Manage employee credit card requests
- Monthly bank and credit card reconciliations
- Resolve account balance discrepancies
- Maintain vendor files
- Perform filing and copying and other office duties
- Assist Director of Finance with special projects as needed

Skills/Knowledge/Competencies (Behaviors):

- Work cooperatively, collaboratively, and respectfully in a team environment
- Excellent organizational skill; able to meet deadlines, prioritize, follow through; ability to multi-task, self-directed and motivated.
- Strong research, problem-solving and analytical skills
- Proficient in data management using Microsoft Office
- Flexibility in a fast-paced, ever-changing environment
- Able to perform repetitive tasks while maintaining a high level of accuracy
- Maintain confidentiality
- Ability to work with defined processes and procedures
- Compatible with a professional office environment

Education/Experience:

- Associate or bachelor degree in accounting preferred
- Experience in an office environment using QuickBooks preferred
- Knowledge of accounting and data management practices and procedures
- High volume invoice and data processing experience
- Proficient with QuickBooks, 10-key, MS Word, Excel

Apply To: jobs@tidsmart.com