

### **Position Summary**

This Position Description defines the minimal expectations for an Associate Accountant at True North Consultants. Performance relative to these expectations will be the primary consideration for performance reviews and career advancement. True North maintains a flexible culture, which may require the employee to perform work activities beyond this description and in various capacities as needed to meet client and organizational goals.

The Associate Accountant position requires a detail-oriented, organized, personable, and dependable individual to support the company's continued growth. The qualifications, physical requirements, and responsibilities outlined below, along with the criteria defined in True North's Employee Handbook, constitute the primary requirements of this position. This role reports to the CFO and works in close collaboration with the other Accounting team member and Administrative backup.

### **Essential Duties and Responsibilities**

#### Accounts Payable:

- Establish and maintain relationships with new and existing vendors.
- Maintain vendor information and necessary documentation (W9s, COIs), understanding compliance issues around accounts payable processes.
- Review existing vendor contracts and lead negotiation processes to identify cost reduction measures (e.g., alternative vendors, contract renegotiation).
- Prepare vendor 1099s.
- Allocate and code vendor invoices in NetSuite, including both project-related and general expenses.
- Manage the entire bill payment process, from invoice selection and approval in NetSuite to recording payments (via ACH/EFT, wire, or check) in the bank system and NetSuite.
- Reconcile the accounts payable ledger, ensuring all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies by collecting and analyzing account information and reconciling vendor accounts and monthly statements.

#### Accounts Receivable:

- Establish and maintain relationships with new and existing clients.
- Work with the Client Account Manager to ensure AR activities comply with established protocol and proper client billing setup within NetSuite.
- Submit and process invoices and monthly statements to clients per their requirements (mail, email, vendor portals).
- Post payments (credit cards, checks, and electronic deposits) and create deposits.
- Reconcile the accounts receivable ledger, ensuring all payments are properly posted, and work with managers to reconcile missing deposits.
- Perform collection activities, including phone calls and/or email correspondence to clients, and update client accounts within NetSuite as necessary.

- Create and send lien waivers and releases.

**General Accounting:**

- Author and implement company accounting policies, procedures, and internal controls with guidance from the CFO/COO.
- Lead the creation, optimization, and implementation of accounting/finance processes and systems, including identifying and implementing process improvements. This includes documenting existing processes and implementing changes.
- Complete and distribute Standard Operating Procedures (SOPs) to relevant team members, ensuring documentation of key accounting processes.
- Assist in budget and forecast preparation and KPI tracking.
- Generate and deliver various financial reports as requested and scheduled.
- Comply with federal, state, and local reporting requirements and tax filings.
- Assist with quarterly and yearly audits.
- Close books monthly within NetSuite.
- Post accurate journal entries to the general ledger.
- Reconcile bank accounts, credit card accounts, and other balance sheet reconciliations.
- Perform expense report oversight, review, approvals, and process reimbursements.
- Process payroll, including reimbursements, additional earnings, deductions, and employee benefit payments.
- Manage employee and company 401K updates and distributions through the designated platform, and assist with 401K compliance filing, annual participant census, and audit support.
- Provide NetSuite support to other employees, including troubleshooting basic issues.
- Collaborate with relevant teams to develop and implement a comprehensive NetSuite employee training program, including needs assessment, curriculum development, training materials, rollout, and evaluation.
- Organize, file, and maintain documents.

**Minimal Qualifications**

- Education: Bachelor's degree preferred, with interest/focus on Accounting
- Years of Experience: 0-4 Years
- NetSuite experience is a plus
- Adherence to laws and confidentiality guidelines
- Strong proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Extremely detailed oriented
- Excellent organization and task prioritizing skills
- Excellent time management, calendaring/follow up skills



## **Associate Accountant**

### **Position Description**

- Good verbal and written communication skills

#### **Physical Requirements**

- Able to lift a minimum of 40 pounds;
- Perform sedentary work requiring exerting up to 10 pounds of force occasionally;
- Visual acuity;
- Hearing and talking to perceive the expression and exchange of ideas.

The company is an Equal Opportunity/Affirmative Action Employer, a drug-free workplace, and complies with ADA regulations as applicable.

Cover letter and resume can be submitted to: [info@consulttruenorth.com](mailto:info@consulttruenorth.com).