Staff Accountant

May 24, 2019

Responsibilities:
The staff accountant works directly with the VP of Finance to execute the day-to-day accounting and finance activities at Altus. This includes processes around A/P and A/R, maintaining the general ledger and assisting with the month-end close process. This position has room to grow as the company and the finance team expand.

Duties:
- Ensure invoices are addressed, recorded and paid in a timely manner
- Collaborate with billing personnel to ensure A/R is collected timely
- Prepare various account reconciliations
- Prepare and enter necessary journal entries for normal operations as well as month-end close
- Analyze current financial processes and recommend improvements
- Assist VP of Finance with reporting and other duties as assigned

Skills/Qualifications:
- Bachelor's Degree in Accounting or similar
- Strong understanding of basic accounting principles
- At least 1 year experience in public accounting or corporate accounting role
- Organized with an attention to detail and ability to work well with deadlines
- Willingness to learn and question the status quo
- Analytical with demonstrated critical thinking ability

Contact:
Travis Kmita
VP of Finance
615.874.6097
Travis Kmita <tkmita@altustechnology.com>