



## **Senior Accountant & Manager of Financial Operations**

### **Who are we?**

Impact Point Group was founded in 2007 and is a proud certified woman-owned business located in Denver, CO. We are a boutique consulting firm focused on blending the art of innovative, creative thinking and design with the science of strategic planning and measurement to help our clients implement events that deliver audience and business impact. We provide event strategy, program design and management, speaker strategy and management, and measurement consulting and facilitation services to corporate marketing and event leaders.

### **What are we looking for?**

A **Senior Accountant & Manager of Financial Operations** to join our team of inspired, creative problem solvers. This part-time (20 hours/week) role acts as the day-to-day financial face of IPG, managing critical relationships with our enterprise level corporate clients, while also being accountable for finance operations and record keeping.

### **'Day in the life'**

- Assist the CFO in month-end close to ensure compliance with reporting deadlines. This includes timely closing of the books, as well as providing variance analysis and other reporting.
- Build and manage external client relationships centered on fin ops, procurement, and AR/AP, ensuring that clients are invoiced appropriately and that revenue is collected. This work also requires close collaboration with the Client Service Ops function, as SOWs often come in quickly, vary in level of detail, and can change before the project is completed.
- Providing oversight of and accountability for all financial records and bookkeeping, including:
  - Maintenance of the Chart of Accounts
  - Ensuring the accuracy, consistency, and integrity of general ledger accounts
  - Preparing various account reconciliations, including for bank and credit card accounts
  - Obtain and manage W-9s for all vendors
  - Managing the 1099 process
- Providing hands-on management of all facets of AR/AP, including:
  - Monitoring accounts receivable for collection
  - Timely and accurate invoicing of accounts receivable through client procurement systems, email, or as otherwise directed by client
  - Timely and accurate recording and payment of accounts payable through Bill.com
  - Interfacing with vendors to answer questions, confirm invoices reflect agreement terms, and make payments
  - Oversight of pass-through expenses and payments made on behalf of clients
  - Revamping and streamlining the current process to build efficiencies and add controls

- Assist in the annual budgeting process
- Collaborate with firm leadership on projects requiring financial reporting and data analysis
- Contribute to and implement internal controls, policies, and other process and system improvements, creating efficiencies, enhanced security and organization and other benefits for firm and client
- Stay abreast of industry trends and methods among professional services firms and agencies
- Set up and maintain procurement and payment system accounts

**Is this you?**

- Thoughtful, reliable, detail-oriented, friendly individual
- Always brings your “A” game
- Stays organized and thrives while collaborating with a fast-moving team
- Happily tackles the odd hiccup in process—easily negotiates ambiguity with thoughtful problem solving
- Capable and experienced function and task manager—works independently and couples broad, high-level perspective with the tenacity to roll up their shirt sleeves and get the work done
- Strong written and oral communication skills

**What do we require?**

- 7–10 years’ experience of relevant work experience in finance and/or bookkeeping, preferably in an agency environment
- Bachelor’s degree or equivalent experience in Accounting
- High level of comfort and skill in QuickBooks
- Familiarity with Coupa, Ariba or other procurement software and strategies
- Understanding of month– and year–end close processes
- Working knowledge of US GAAP standards and understanding of internal controls
- Spreadsheet mastery and comfort with both Microsoft Excel and Google Sheets
- Familiarity with Asana or other project management software
- Mac proficiency
- Tech-savvy, ability to embrace and use cloud-based software tools adeptly
- Denver-based with a high aptitude for remote working

**Benefits:**

- Wellness stipend
- Mobile phone stipend
- Flexibility to work remotely

**To Apply:**

We’re certainly eager to learn more about your professional experience and contributions, but we also want to get to know you as the unique human that you are! Please do not send your resume or cover letter to us at this time.

Our unique review process is constructed purposefully to help us get an unbiased sense of a candidate’s personality, contribution, and capabilities. To begin your application process, please complete the below

and submit to [recruiting@impactpointgroup.com](mailto:recruiting@impactpointgroup.com) with a subject line of “Senior Accountant Role Question Responses.”

1. List three things that attracted you to this position and made you want to apply.
2. What three things need to happen in your workday for you to consider it “a good day?”
3. You’re working within a new procurement system to invoice a client. You’ve successfully invoiced them last month but are now getting an error that doesn’t offer any further detail or indication of how to resolve it. What steps would you take?
4. Rank the following words from highest to lowest importance (all words are “good” words, so there is no wrong answer) and tell us why you ranked the first and last word as you did: autonomy, collaboration, communication, consistency, curiosity, efficiency, fast-paced, integrity, opportunity, relationship, precision