

## Staff Accountant Opportunity

### Company Background:

Monarch & Company is a women-owned branded merchandising agency with the purpose to unleash creativity with all stakeholders. Our main client offerings are creative promotional products, apparel, print, and packaging solutions to corporate clients and experiential agencies.

### The Environment + Value Set:

Our Chicago office is located at the WeWork on State Street and our account team sits in Denver with video being the primary form of communication. Collaboration is a key tool to the success of our company and the ability to effectively communicate both in person and virtually is critical to your success at Monarch & Company.

We are a creative agency and while this position does not have any graphic design responsibilities we do expect creativity to be a part of this position as well. Whether it's in term negotiations with vendors, process creation, or brainstorming sessions you will be invited to unleash your creativity everyday.

### The Position:

The staff accountant manages, supports, and services day-to-day operations of bookkeeping and all administrative support relating to finance, accounting, and HR. This position is responsible for creating processes and upholding best accounting practices to ensure accurate and timely financial reports to the executive team as well as managing company cash flow. This position reports directly to the CEO and acts as a liaison between the brand merchandising team, located in Denver, and the financial function of the organization.

### **Team + Culture Responsibilities:**

Upholds company visions and values

First point of contact for accounting and finance

Provides new ideas for client retention and growth from an accounting and financial perspective

Responsible for creating, managing, and growing personal relationships within the industry

Schedules on-going trainings within function to cultivate a collaborative work environment

Keeping up with industry trends within specific area of expertise and reporting them to the team, industry highlights

Attends and participates in industry wide events

### **Administration:**

Renews, manages, and stays compliant with all state and federal licenses

Renews, manages, and stays compliant with all company financial memberships

Renews and updates company's insurance

Works directly with client's AP contacts to get set up and negotiate terms for win-win relationships

Initial set up and negotiating terms with vendors for win-win relationships

Manage bi-weekly payroll and reimbursements

On-boards new employees and contractors

Creates tax package and supports annual filings of 1099s and W-2s

### **Bookkeeping Responsibilities**

Collects and enters in bills and vendor credits from the merchandise team

Manages collections, client payments, and bill payments

Prepares invoices submitted by merchandising team for executive team sign off

Ongoing updates to vendor and client records to ensure accurate information and timely vendor payments  
Approves and tracks pre-payment requests submitted by merchandising team per company policy and manages monthly cash flow  
Sends, manages and collects pre-payment requests from clients  
Works directly with merchandising team to close out projects for profit and loss reporting to executive team  
Categorizes and process all day-to-day transactional accounting information  
Monthly reconciliations of all corporate bank accounts and credit cards  
Creates and performs a monthly close out process to ensure accurate sales reporting  
Makes monthly Illinois and Colorado sales tax payments

### **Financial Reporting**

Provides profit and loss reports to executive team per project and understands overall impact  
Reports on historical revenue trends compared to current goals  
Reports on A/R and A/P trends and understands monthly cash flow  
Delivers monthly and quarterly financial reports to CEO to include balance sheet, income statement, statement of cash flows, and fixed cost to revenue  
Works with the executive team to create and prepares annual budgets forecasting revenue, labor needs and operating costs  
Performs monthly budget vs. actuals variance analysis and reports on trends and profitability  
Submits weekly revenue reports to executive team and understands sales pipeline

### **Strategy:**

Ongoing optimization of the agency accounting and project management software  
Manage credit cards and bank accounts with card providers and banks  
Developing bank relationship

### **Ideal Candidate**

Bachelor's degree in Business, Finance or Accounting or equivalent business experience  
QBO Certified ProAdvisor  
Proficient in Microsoft Word and Excel  
Interested in the pursuit of CPA if not already obtained  
2+ years of bookkeeping experience with a product based business  
Experience in bookkeeping for a multi-location organization

### **Salary and Benefits**

\$45K - \$55K based on experience  
Tailored benefits  
Self-managed time off program  
WeWork membership benefits

### **How to Apply**

Please send your resume, cover letter, 3 references and salary requirements to [info@monarchandcompany.com](mailto:info@monarchandcompany.com).