

Ideas Unlimited, a Facilis partner agency based in Memphis, TN, is hiring a finance/office manager.

Experience with @ease and QuickBooks Online a plus. Open to remote possibilities.

Below is an overview of the responsibilities:

- Full charge bookkeeping to include but not be limited to: Accounts Receivable, Accounts Payable, Payroll, General Ledger, Bank Reconciliation, Sales & Employment taxes; 401k and insurance deductions, Month End & Year End Closing, Financial Reporting
- Office management to include but not be limited to: insuring maintenance of all equipment including office furniture, hardware and software, maintaining employee calendars, and handling and being the liaison for insurance (health & liability), 401k, Profit Sharing and all benefits offered

Ideas Unlimited is a family first company and offers a variety of benefits: 50% of your health insurance premium, 401k with up to 4% matched at 100% (you are able to join after 1 year), Profit Sharing, PTO, and bonuses for going above and beyond throughout the year.