



NEWCOM

JOB DESCRIPTION

JOB DESCRIPTION: Accounting Associate

DEPARTMENT: Accounting

DIRECT REPORT: Controller

JOB OBJECTIVES:

NEWCOM is looking for a highly motivated Accounting Associate to join our fast-growing operations in our US headquarters in Pembroke MA. Given the growth trajectory over the next 5 years, this role can easily turn into an Assistant Controller role based on performance and experience. *In general, this is a great opportunity for someone who is interested in pursuing the CFO path over the next 5-10 years of their career.*

The Accounting Associate is primarily responsible for helping the Controller handle the day-to-day accounting and financial reporting aspects of the company. The major objectives are to work closely with the Controller, COO, and CEO to ensure the accounting office runs smoothly. This includes handling all aspects of the AP and AR monthly cycles.

In addition, this role will allow you to enhance your current accounting knowledge and skillset, by being exposed to a different side of accounting from a Sales point of view. You will work closely with the Director of Sales to provide sales support to help achieve the high targeted growth rate of the company in the 15-20% per annum. Part of your responsibility will include developing in-house sales reporting in the areas of lead generation costs, cost of sale, lifetime customer value, sensitivity analysis on price increases, A/B choice, customer re-activation process, RFM analysis, and many more. Hence you must be extremely proficient in Excel.

Another valuable benefit of this role is you will get high level exposure to the investment side of the business in terms of cash and securities management, financial model building, managing our 401K program, and other private equity-related investment activities that will help enhance the position of the company for future strategic growth.

On top of that, you will also get exposure to Non-profit accounting, high level sales strategies, the direct marketing process, as well as a good level of exposure to marketing and advertising initiatives to help achieve the high targeted growth rate of the company over the next 5 years. This is also a great opportunity to develop your high-level strategic thinking capabilities and be able to converse and communicate at a management level where you can ascend to executive and management positions within the company.

In summary, if you are hired for this role, you will very likely experience a 10x growth rate in your professional development as you will have daily interaction with the CEO and owner of the

company. Thus, this role is ideal for someone who is focused on their career advancement in the areas of accounting, investments, sales, and non-profit. Someone who has a “growth mindset”, and understands what it takes to work in a fast paced, entrepreneurial environment, where you embrace the multiple responsibilities assigned to you on a daily, weekly, and monthly basis.

RESPONSIBILITIES:

- Process and manage full cycles for AP and AR – and monitor AR aging to ensure timely customer payments and handle all follow up with receivables as needed.
- Budget preparation, forecasting, and cash flow management reporting, to put in front of the Controller.
- Preparation of sales reporting with our affiliates as it pertains to contract billings.
- Reconcile credit card statements, cash/check deposits, and bank statements (monthly).
- Prepare state and local sales tax reports with Controller, (monthly/quarterly)
- Prepare documents to show tax exemptions where necessary, as well as managing multiple state filings.
- Tracking fixed assets and preparing depreciation schedules, accruals, etc...
- Prepare invoices, email, and mail to customers.
- Track, and monitor expenses based on department budgets.
- Audit costs of goods with manufacturers and distributors
- Create spreadsheets for project folders within QuickBooks Online for the Controller
- Responsible for some in-office product shipments on an as needed basis
- Responsible for managing a small inventory, supplies and organization of storage areas.
- Provide financial reporting and financial statements for management analysis
- Provide support to the Sales & Procurement Manager
- Support companywide savings initiatives and actively determine areas for improvements.
- HR responsibilities such as monthly payroll, multiple state tax filings, insurance, and other financial reporting as needed

RELATIONSHIPS AND ROLES:

- Understand that this is a role that will wear multiple hats but with a core focus and the foundation of accounting first.
- Provide strategies to support the Controller for the fast-paced growth of NEWCOM.
- Delegate responsibility with Controller and appropriate team members for cost reduction where appropriate.
- Set examples for team members in areas of personal character, commitment, and work ethic.
- Conduct regular communications with the CEO, COO, and Controller on the allocation of money and all financial related issues.

- Open to work some extra time or, on weekends to ensure the project is completed on time.

SPECIFICATIONS:

- Preferred bachelor's degree in accounting and/or finance
- 4-7 years of experience in accounting and financial reporting
- Must be very proficient in QuickBooks Online (not desktop) and MS Office - advanced level MS Excel skills and management software preferred
- Technically savvy and have a high degree of computerized knowledge to perform your task effectively, efficiently, and accurately.
- Proven track record and success in managing multiple projects simultaneously
- Strong leadership qualities with good communication and interpersonal skills
- Strong abilities to take notes and keep track of customer/vendor details
- Strong understanding of customer and market dynamics
- Able to maintain a good work-life balance
- Highly motivated self-starter, mature with professionalism
- Able to operate in a fast-paced and project-based environment
- You will be required to obtain an MA based notary designation to sign off on contracts/documents for the company

In closing, if you are looking for a great opportunity to fast track your professional career and 10x you're learning in a fast-paced business environment, then this is the right opportunity for you. However, if you are just looking for a 9-5 job, clock in clock out, then we wish you luck in your career development!

Thank you for your time and attention and look forward to your application!

Please send resume to Charles Shian at charles@newcomglobal.com