
Accounting Representative

Company: Jitasa

Job Title: Accounting Representative

Location: Remote

Employment Status: Full Time

About Us

Jitasa is the first and largest international accounting and bookkeeping services provider dedicated solely to the nonprofit sector. Our name, Jitasa (ji-tah-suh), means "The Spirit of Serving Others." It's who we are and why we love playing a small role in the great work of our clients. We're accountants with two passions, numbers and helping the non-profit community.

Why Join Our Team?

We know that you have many employment opportunities, however few can match the unique and rewarding career that Jitasa offers. Join our team and we are committed to providing you the following:

- **Clear Career Development & Opportunity** – We love to promote from within.
- **Culture, Comradery, & Community** – We believe that work can and should be fun. We also share the same passion to help nonprofits do what they do best and that is what unites us.
- **Mission-Driven Values, Meaningful Work** – We truly believe in our core values – Conscientious, Gracious, and Discipline – and they are what guide us as a company.
- **Work/Life Harmony** – We are proud to offer flexible work schedules when needed.
- **Global Team Experience** – We work closely with our international team members who all share our same passion for helping nonprofits.

Job Description

We're now hiring an Accounting Representative to join our growing team. The primary role of this position is to serve the nonprofit community through our Bookkeeping and Accounting Services which includes the following:

- Lead and direct the accounting process for your assigned portfolio of nonprofit clients
- Coordinate workflow and tasks with your US and international team members
- Communicate expectations and project status extensively with both your assigned clients as well as internal teams
- Guide best practice policies, procedures, and processes throughout the accounting cycle
- Ensure that all client processes and procedures are documented and maintained
- Review and analyze financial data and reports
- Above all, provide a superior customer experience to your assigned clients

If you're hard-working, dedicated to building your career, and passionate about serving non-profits, Jitasa is a perfect match that offers a career with both purpose and opportunity.

Skills / Qualifications

1. **Education:** A Bachelor's degree in accounting, finance, business OR an Associate's degree in finance is required.
2. **Work Experience:** Ideally, 1-3 years of relevant, hands-on accounting experience.

Candidates should have experience:

- Coordinating the month close process
- Communicating financial information and results to key stakeholders
- Managing a variety of tasks with competing priorities and deadlines

3. **Skills:**

- Strong written and verbal communication skills: Ability to explain complex things simply



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- Client and project management: Demonstrated the ability to manage multiple clients and projects to successful completion on time.
 - Collaboration: Demonstrated the ability to work effectively with others, both internally and externally to achieve goals.
 - Initiative & Follow Through: Highly motivated, self-learner, and able to work independently

4. Technical Competencies:

Skilled in Microsoft Excel
Skilled at email management via Microsoft Outlook
Skilled in communicating remotely (via phone, teleconference, or email)
Skilled in learning new technologies and systems

Compensation and Benefits

1. Compensation

- Competitive Salary DOE
- Eligible for Stock Options after 1 year

2. Benefits & Perks

- Medical, Dental, and Vision insurance
- Paid Sabbatical after 5 years of service
- Two weeks of Paid Time Off per year
- 40 hours of Paid VTO (Volunteer Time Off) per year
- 401k plan with employer contribution match
- HSA account with employer contributions
- Many internal promotion opportunities
- Casual dress code and a fun and relaxed office culture