



Job Description: Accountant & Financial Analyst

Department: Finance

Location: Kirkland, WA

Founded in 2006 and based in Kirkland, Washington, Simplicity Consulting is the premiere, on-demand Enterprise Marketing Services Consultancy for today's changing workplace. We offer clients access to thousands of consultants in these primary areas: *Digital Marketing, Partner & Channel Marketing, Business Analytics, Communications & Content, and Project & Program Management*. Our Simplicity Talent Managers partner with our clients to understand their needs and craft solutions that operationalize marketing to grow their business. As companies strive to transform their business with digital speed, scale, and value, we partner with our clients to execute strategies to make an impact. Our purpose is to help everyone thrive in the new world of work, and for more than five years, Simplicity has been named to the Inc. 5000 list as one of the fastest-growing private companies in America. www.simplicityci.com

We are seeking a savvy Accountant & Financial Analyst to support the Controller and Sales team in providing a broad scope of services in a dynamic environment including, but not limited to the responsibilities outlined below.

Responsibilities

- Prepare weekly and monthly stats reports to support the sales team.
- Prepare project stats plus any other relevant financial analysis for presentation.
- Responsible for CRM database reporting including creating dashboard and new reports.
- Evaluation of current CRM system and other systems.
- Assist in the preparation of monthly financial statement reporting package.
- Process and manage subcontractor expense reports to ensure compliance with company policies.
- Backup for monthly payroll for >200 employees using ADP WFN.
- Assist with monthly payroll including reviewing preview.
- Record deposits.
- Backup for monthly high-volume invoicing (>200 employees and subcontractors) for various clients through the client's invoicing portals.
- Acts as a back-up for HR/Finance Specialist in terms of payroll, employee onboarding and expense reports.
- Assist with special projects, i.e. audits, financial analysis.
- Additional responsibilities as needed.

Qualifications

- Minimum of Associates Degree in Accounting and 5+ years of experience.
- 2+ years of relevant experience in payroll.
- High level attention to detail and strong organizational skills.

- Action oriented with proven ability to set goals, drive for results and meet deadlines.
- Ability to multi-task, prioritize, and be a self-starter.
- Excellent written and verbal communication skills including business correspondence and email.
- Able to work independently and as part of a team.
- Excellent customer service skills and a positive, can-do attitude.
- Experience with Microsoft Office 365 including Outlook, PowerPoint, Excel (specifically pivot tables and VLOOKUP), Word.
- Experience with QuickBooks and ADP Workforce Now preferred.
- Knowledge in working with multiple online tools, CMS and CRM.
- Efficient in a fast-paced environment, adaptable to change.
- Work ethic, the highest standards of quality and honesty above all else.

Physical Requirements

- Requires sitting for extended periods of time at a computer, keying and reading content.
- Will be required to stand, reach, bend, twist, squat, and move about freely in an office environment. May need to lift up to 25 lbs.
- Able to use office equipment such as phone, copier, printer, etc.