



JOB SPECIFICATION

Accountant Clerk

Fraxion Spend Management



About us

Fraxion offers an innovative cloud solution for spend enablement and efficiency trusted by thousands of brands worldwide and top rated by Gartner, Fraxion actively manages over \$10 billion of spend across the globe at over 1,000 customers and more than 200,000 active users. Using Fraxion, businesses can spend smarter and streamline the procurement process for better business outcomes.

Job Title: Accountant Clerk

Responsible for performing a variety of duties in support of the Fraxion Accounting team.

Date: December 2020

Region: Seattle, Washington

Closing date for application: TBD

Broad outline of duties:

- Assist in management of accounts payable and accounts receivable; monitor checks, payments and bank deposits; preparing monthly bank reconciliations; invoice generation; research and resolve discrepancies.
- Assist in management and auditing of deferred revenue schedules. Resolve discrepancies as necessary.
- Provide support to ensure quarterly review, audits are executed within required timelines.
- Assist in preparation of balance sheet, profit and loss statement, cash flow and other financial documents to ensure consistency of application and compliance to GAAP policies and procedures.
- Respond with accurate and timely work to facilitate financial reporting needs.
- Participate in wide variety of special projects in support of company controller and account team.
- General office duties may include primary phone support, filing, and office supply management and assist in office tasks that may arise.

Education, training and experience requirements:

Computer skills	MS Office, advanced excel skills
Level of formal professional education or training	Associate or Bachelor's degree in Accounting
Level of experience in job advertised	5+ years accounting experience Working knowledge of ERP systems, Acumatica experience preferred Significant proficiency with US generally accepted accounting principles (GAAP)

Other requirements:

Accounting focus	Strong working knowledge of entire accounting cycle with deep understanding of revenue standards.
Quality orientation	Accomplishing tasks by considering all areas involved and showing concerns for all aspects of the job.
Work standards	Setting high standards of performance for self and others, assuming responsibility and accountability for successfully completing assignments or tasks.
Managing work	Effectively managing one's time and resources to ensure that work is completed efficiently.
Adaptability	Maintaining effectiveness when experiencing major changes in work tasks or the work environment, adjusting effectively within new work structures, processes, requirements or cultures.
Initiating action	Taking prompt action to accomplish objectives; take action to achieve goals beyond what is required; being pro-active.