



## Staff Accountant

Aileron is seeking a details-driven, creative, and curious Staff Accountant to use and grow our established financial systems and ensure our organization's financial records are accurate, complete, and compliant.

### Role and Responsibilities

- **General accounting:** You'll assist the department in maintaining complete and accurate financials for the organization following GAAP as you: update and maintain our chart of accounts, departments, and products in the general ledger system; manage accounts receivable and accounts payable; and perform monthly and annual closing entries and reconciliations.
- **Grow our financial systems:** You'll identify opportunities to improve our accounting and financial systems and processes so that they're documented, efficient, and scalable.
- **Sales and customer support:** You'll support our sales and customer service functions as you create and send invoices, post customer invoices and payments, work with customers to set up recurring billing, and follow up on past-due balances.
- **Support the entire organization:** You'll collaborate with functional leaders to provide financial insights and historical information, update financial dashboards, assist with forecasting, and uncover financial trends that can improve business operations.
- **Human resources and vendor support:** You'll manage employee personnel files, maintain employee records in our payroll and benefits system, and process bi-weekly payroll. You'll also help manage our vendors as you post vendor invoices and payments and generate 1099 forms annually.

### Qualifications

- Bachelor's degree in accounting (required)
- 1-3 years of accounting experience
- Strong Excel skills
- Working knowledge of accounting systems; general knowledge of GAAP
- Self-starter, exceptional attention to detail, open-minded and curious, creative and analytical thinker, motivated by challenges, able to readily adapt to change

### Application deadline

Until the position is filled

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