

## **Assistant Controller -Bookkeeper (Remote)**

*SpecWorks*, Inc. is a promotional advertising & marketing agency that has been ranked in the top 10% in the industry. We work with companies such as CNN, Exelon, and Coca-Cola. Although headquartered in Baltimore, we are looking for rockstars in all areas of the country. Remote positions are available for the right candidates. Our ideal candidate will have experience in a promotional advertising accounting department of a medium to large size distributorship and have an innate incredible sense of urgency.

Day to day:

- Invoice on a daily basis. A good understanding of project invoicing is required. All costs associated with an order are tied to the cost of an order thus making sure profit margins and commission reports are accurate.
- Maintained all general ledger transactions including journal entries, reconciliations, and financial statements using SAP software. Initiate direct deposit and ACH transactions to include payroll, payroll taxes, sales tax, bill pay, insurance premiums, HSA and 401(k) payments; Liaison with company accountant, insurance broker, and retirement/benefits specialist
- Reconcile credit card and bank statements.
- SAP experience is preferred, although not required.
- Manage accounting department to include accounts payable, accounts receivable, credit and collections; Maintained cash flow analysis.

A good understanding of the promotional products industry is required (distributor