

Bookkeeper

nChannel is conducting a search for an experienced Bookkeeper/Office Manager to support the financial side of a technology firm. A recent winner of the Columbus Business First Fast 50 list, nChannel provides software as a service (SaaS) that helps to integrate information between retailers, wholesalers and other sales channels.

This role supports company operations by maintaining finance office systems and internal processes. This role will primarily provide support to the CFO and finance department. The individual will also be responsible for completing general finance management duties, support for the CFO / finance department, and systems setup work. This position reports to the CFO.

KEY RESPONSIBILITIES

Accounts Receivable/Accounts Payable

- Post and prepare credit card billing for corporate/customer accounts.
- Post and prepare Services billing according to agreements.
- Set up and monitor customer payment plans in accordance with agreements and contracts.
- Resolve problems and answer questions pertaining to all accounts; create and review correspondence explaining charges, adjustments, and account balances.
- Ensure the accuracy of all charges and credits to the various accounts.
- Proactive collection of outstanding customer accounts and projects, including follow-up on all overdue accounts.
- Proactive identification and recommendation of accounting improvements to processes and procedures.
- Monitor compliance with all work and immediately flag and communicate instances of noncompliance or areas of concern.
- Maintain accurate and retrievable records.
- Accounts Payable including invoice entry and payment creation.
- Set up recurring payments and/or billings.
- Perform miscellaneous job-related duties as assigned.

KEY EXPERIENCE / SKILLS

Experience

- Experience working with system building and setting up new billing accounts
- Previous experience with recurring invoicing and credit card charges is a must
- Knowledge of billing agreements
- Experience in smaller, fast-paced businesses is a plus

Attributes and Interpersonal Skills

- Exudes confidence, maintains composure, and is professional and polished in all interactions internally and externally
- Passionate about role and desires to be part of the team long-term
- Successful at building strong relationships with customers and teammates at all levels of an

organization

- Ability to exercise appropriate judgment and effectively organize / prioritize work and multitask
- Success being adaptable in a multi-faceted role in a fast-paced environment
- Experience solving complex problems independently
- Ability to maintain a high degree of confidentiality internally and externally

Technical Skills

- Demonstrated extremely strong verbal and written communication capabilities with any and all stakeholders
- Proficient in QuickBooks Online and Microsoft Office suite (Excel, Word, Outlook, Access)
- Ability to quickly learn other systems or software as needed
- Being “tech-savvy” is necessary for success

Other Perks

- Opportunity to be part of a close-knit team with innovative products
- Laid-back office space with casual dress code
- **Competitive compensation and excellent benefits program**

Please submit resume to Kristin.Maxwell@nchannel.com