



Accounting Administrator

COMPANY PROFILE

Team Holdings Inc., dba Vario, is Southern California's leading in-person and virtual event production company, specializing in corporate events and meetings, galas, general sessions, and social events. We produce over 500 events per year, and our clients have taken us across the United States and internationally. Our vast array of services include everything from event management, lighting, technology and A/V, to our own Virtual Meeting Platform.

The Accounting Administrator is the ultimate professional who is focused on accuracy, being detail oriented, and is someone who is friendly, polished, and a loyal professional. We are a relatively small team, fun and energetic. You will be supporting our Accounting Controller in managing all aspects of billing, staying up to date on insurance (worker's comp, general liability, auto policies, etc.), as well as QuickBooks and Flex Rental Solutions functions.

CANDIDATE PROFILE

Education and Experience

Required:

- 3+ years of familiarity and experience with bookkeeping and basic accounting; supports the Accounting Controller
- Bachelor's degree in Accounting, Business Administration, Economics, Finance or related field
- Experienced in QuickBooks, preferably in online version (including consolidation, chart of accounts, imports, accounts payable, accounts receivable, accrual accounting, job costing, etc.)
- Proven accounting experience, preferably as an accounts receivable clerk or accounts payable clerk
- Strong organizational skills, attention to detail, ability to prioritize and meet deadlines
- Strong skills and experience in MS Excel, Google Docs and Google Sheets (Charts, PivotTables, VLOOKUP, and basic Excel functions)
- Hands-on experience with spreadsheets and financial reports
- Ability to plan, organize and execute tasks in an efficient and dependable manner according to business needs and business objectives
- Ability to multitask and work in a fast-paced environment
- Team player, positive attitude and a problem solver
- Strong written and verbal communication skills

CORE WORK ACTIVITIES

- Support duties related to accounts payable and accounts receivable functions, with focus on A/R.
- Assist with preparation of financial and statistical statements and reports.
- Analyze financial information in order to identify discrepancies.
- Research and resolve discrepancies in a timely fashion.
- Maintain confidentiality of all financial data.
- Enter deposits, credit card charges, vendor bills and applicable daily entries on QuickBooks Online.
- Assist the Sales Team with creating and updating customer quotes and invoices on Flex.
- Sending timely billing correspondence to the clients.
- Posting customer checks and ACH payments on Flex and QuickBooks Online.
- Collection phone calls and emails as needed.
- Coordinates with the Operations Team on vendor purchase orders on Flex (labor, rental and purchase).
- Accurately and timely enter vendor bills into the accounts payable system for approval and payment, with reconciliation to source documents.
- Assist with updating the monthly P&L Google Sheets.
- Assist with employee and business partner commissions.
- Maintain accounts payable files, including vendor bills and check copies.

- Obtain form W-9 as required per IRS regulations for account payable and claim payments, and maintenance of files related to form W-9. This includes follow up with vendors and providers that submit incomplete information.
- Complete regular bank deposits per department procedures.
- Assist with copying, scanning and other mailings as required.
- Perform other duties as assigned.
- This position supports the company Accounting Controller.

COMPENSATION

- \$22-\$28/hr. (\$44,000-\$56,000/year annualized) + company benefits package
 1. 401k with Employer Match
 2. Medical, Dental, Vision
 3. PTO
- Work Hours are primarily Monday through Friday, 8:30am – 5pm.