



## JOB DESCRIPTION & COMPENSATION PACKAGE

Position Title: <b>Advanced Accounting Specialist</b>	
PAYSCALE: <b>TIER 3</b>	Full Time: <b>\$693/Month;</b> Part Time: <b>\$346.66/Month</b>
Key Responsibilities	Brief Description of Duties
<p>Experienced Accountant / Bookkeeper with the ability to provide financial information to management by researching and analyzing accounting data; preparing reports.</p>	<ul style="list-style-type: none"> <li>● Prepares asset, liability, and capital account entries by compiling and analyzing account information.</li> <li>● Documents financial transactions by entering account information.</li> <li>● Recommends financial actions by analyzing accounting options.</li> <li>● Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.</li> <li>● Substantiates financial transactions by auditing documents.</li> <li>● Maintains accounting controls by preparing and recommending policies and procedures.</li> <li>● Guides accounting clerical staff by coordinating activities and answering questions.</li> <li>● Reconciles financial discrepancies by collecting and analyzing account information.</li> <li>● Secures financial information by completing database backups.</li> <li>● Maintains financial security by following internal controls.</li> <li>● Prepares payments by verifying documentation, and requesting disbursements.</li> <li>● Answers accounting procedure questions by researching and interpreting accounting policy and regulations.</li> <li>● Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.</li> <li>● Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.</li> <li>● Maintains customer confidence and protects operations by keeping financial information confidential.</li> <li>● Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.</li> <li>● Accomplishes the result by performing the duty.</li> <li>● Contributes to team effort by accomplishing related results as needed.</li> </ul>
Key Qualifications	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year Accounting / Bookkeeping experience</b></li> <li>● <b>Must have Xero Certification</b> <ul style="list-style-type: none"> <li>○ To be a Xero Certified Adviser, you need to be a Xero Partner first. Click <a href="#">HERE</a> to signup.</li> <li>○ Follow the steps <a href="#">HERE</a> to get enrolled in the Xero Certification Course, take the test and download your certificate.</li> </ul> </li> <li>● Great skills in Corporate Finance, Reporting, General Math and Data Entry Management</li> <li>● Knowledge in SFAS Rules</li> <li>● Understands and values Confidentiality</li> <li>● Reporting Research Results</li> <li>● Excellent time management and organisational skills</li> <li>● Accuracy and attention to detail</li> <li>● Professional approach to time, costs and deadlines</li> <li>● Open to non-graduates but preference will be given to those with relevant degrees. A degree in Accounting is advantageous although other relevant</li> </ul>



	Math/Finance subjects will be accepted
Technical Requirements	<ul style="list-style-type: none"> <li>• Computer Processor is at least Intel Core i3 (for both primary and backup computers)</li> <li>• Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>• Computer Operating System is at least Windows 7, MAC OS/X , Ubuntu (Linux)</li> <li>• Both Primary and Backup Internet connections should be running on a 3Mbps plan or higher to get a download speed of at least 2Mbps</li> <li>• USB Headset with Noise Cancellation Feature</li> <li>• A quiet work environment</li> </ul>

Compensation Package	
Rate Per Hour	<ul style="list-style-type: none"> <li>• Advanced Accounting Specialist - starting at \$ 4.00 per hour (Full Time Base Salary: \$693/month; Part Time Base Salary: \$346.66/month)</li> </ul>
Full Time	<ul style="list-style-type: none"> <li>• 160 hours a month or 40 hours a week</li> <li>• Paid every Wednesday via PayPal</li> <li>• PayPal Fee is paid by company</li> </ul>
Part time	<ul style="list-style-type: none"> <li>• 80 hours a month or 20 hours a week</li> <li>• Paid every Wednesday via PayPal</li> <li>• PayPal Fee is paid by company</li> </ul>
Work Shift / Schedule	<ul style="list-style-type: none"> <li>• Fixed or Flexible schedule - depends on what works for you</li> <li>• Some projects allow various working hours throughout the day</li> <li>• Let us know what your preferred working hours are and we'll match you with the right client</li> <li>• We have clients from the US, UK, HK, AU, NZ, etc.</li> </ul>
Trainings	<ul style="list-style-type: none"> <li>• You will have a Company Trainer to ask about any challenges you face in your daily tasks</li> <li>• We have specific skill sets you will be required to learn – easy stuff</li> <li>• It is expected you will be constantly improving your education</li> <li>• Access to additional training programs you can do in a self-study environment which will increase your base pay if your contributions help build our company</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>• US statutory holidays are followed and paid (Christmas Eve, Christmas Day, New Year's Day)</li> <li>• Earn 1 paid day off every 6 months work</li> </ul>
Bonus	<ul style="list-style-type: none"> <li>• Performance based bonus</li> <li>• Paid out annually on December 15th</li> </ul>



Core Competencies	
Key Competencies	Performance Standards/Results
Effective Communication	<ul style="list-style-type: none"> <li>● Presents information both clearly and concisely and regularly confirms correct interpretation of information.</li> <li>● Very high standard of communication skills both written and oral for the presentation of facts and ideas.</li> <li>● Written communication must be clear, concise, and easy to read and comprehend.</li> </ul>
Organization of Work	<ul style="list-style-type: none"> <li>● Demonstrates the ability to handle several projects simultaneously.</li> <li>● Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation.</li> <li>● Continually seek ways to improve the service provided via development of professional skills and personal growth.</li> <li>● Initiates and responds to suggestions for improving service.</li> </ul>

Position Requirements / Selection Criteria
<b>Essential Knowledge, Skills and Abilities</b>
Extensive computer and internet literacy
High Speed Internet Connection
Highly Proficient in English Language
Available to work on US business hours
Long term commitment
Proficiency with advanced Microsoft Office applications including Word, PowerPoint and Excel; and Google suite
Attention to detail and a high level of accuracy in all output
1+ years prior experience in Accounting / Bookkeeping
Must be able to work with minimum supervision
Open to ongoing training