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Staff Accountant

PaySimple, voted one of the best places to work in Denver in both 2008 and 2009, is staffing up to support explosive growth in 2012! We are looking for a Staff Accountant to become an integral member of our team. This is an exciting career opportunity and we're looking for a superstar to fill this role.

Job Description:

PaySimple has over 6,500 customers actively utilizing our cloud based receivable management solution for collecting online payments. This number will grow exponentially over the next few years. We are looking for a dynamic individual who will be a significant contributor in strengthening the accounting processes and systems that will allow the company to reach its growth goals.

Responsibilities:

- Weekly/monthly cash reconciliations
- Accounts payable processing
- Accounts receivable functions including:
 - Billing assistance
 - Managing all returned payments and accounts with past due balances
 - Tracking, collecting, and writing-off past due payments using Quickbooks and billing accounts
 - Use email and phone communication to collect from past-due accounts
 - Maintain customer databases
- Monthly sales tax reporting
- Fixed asset/depreciation tracking and reporting
- Other duties and analysis as needed
- Reports to the Accounting Manager

Qualifications:

- 4-year accounting degree or equivalent with 1-3 years of accounting experience, including collections
- Excellent organization and time management skills
- Strong attention to detail and deadlines
- Strong computer skills and ability, including intermediate/advanced functions in Excel
- Proficiency with Quickbooks software and Salesforce (or other comparable CRM application)
- Ability to work proactively and independently
- Flexibility and willingness to take on new challenges daily
- Reliable, strong work ethic, and fun personality!

The PaySimple Solution is a cloud-based receivables management software that enables small businesses to bill, collect, and manage their customers' payments under one user-friendly system. PaySimple headquarters is located in the heart of LoDo. We are building an extraordinary company and looking for talented, energetic and motivated individuals to join our unique environment.

If you are looking for a company that is truly focused on empowering small businesses with superior technology, come join a company that rewards authenticity and supports energy with a passion.



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Visit our website at www.paysimple.com and click on [Career Opportunities](#). Read about our vision, our energy, and the PaySimple PATHS to extraordinary returns. If this truly speaks to you, click Apply Now to fill out our fun application and send us your resume and cover letter. We look forward to hearing from you!