

## Staff Accountant

### Mission Statement

Our mission is simple: day by day, engagement by engagement, shift by shift, alert by alert, we defend our partners from cyber threats. Daily we save jobs, businesses, communities, governments, and livelihoods, and ultimately allow them to fulfill their own missions.

We are driven by our core values: tenacious, consistent, decisive, continuous learning, accountable and collaborative. These values define our culture, and we strive to employ technical experts who have the right character, attitude, and motivation necessary to deliver exceptional service to our clients. We are looking for new talent in the St Louis area to be a part of our growing team!

### Job Description

This role will provide you with a tremendous degree of variety in a multi-faceted and team-oriented environment. You will play a key role in managing account activity and create benchmark accounting practices for a fast-growing company. In addition, you will prepare and maintain financial records to track the organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

### Responsibilities:

- Manage Accounts Receivable and collection activity
- Setup and monitor automated recurring monthly service invoices for long term contracts
- Oversee Accounts Receivable activity involving insurance claims and attorney litigation projects
- Assist with weekly Accounts Payable transactions including vendor bill entry, review/approvals, and reports for processing
- Prepare financial statements, forecasting reports, and other custom financial reports
- Assist in financial analysis of the company and monitoring of key performance metrics
- Participate in month end close process, journal entries, and reconciliations
- Assist in yearly budgeting process and monitoring ongoing budget performance
- Develop accounting policies and procedures
- Monitor capital assets and depreciation
- Assess and participate in internal financial controls including risk assessments and compliance audits
- Attend and actively participate in staff meetings
- Support other administrative functions as needed
- Responsibilities subject to change at the discretion of company leadership

### Required Qualifications:

We consider a candidate's character, experience, potential, and desire to learn. For a strong candidate, we offer training and company-paid certifications to fill knowledge gaps.

- 2 yr degree in Accounting or Business Administration
- 3 yrs accounting/billing experience
- QuickBooks experience (online version preferred)
- Clear communication skills and be able to facilitate discussions to understand/resolve problems
- Ability to effectively prioritize and execute tasks
- Outstanding personal and teamwork skills
- Ability to work on-site in St Louis, MO
- Security clearance eligibility
- Eligible to work in the United States without sponsorship

**Desired Qualifications:**

- Bachelor's degree in Accounting or Business Administration
- Enterprise Resource Planning (ERP) experience

**Additional:**

At SpearTip, we strive to protect our clients 24/7, 365 days a year from the ever-evolving changes in cybersecurity. We take pride in our results and what we achieve. We recognize that life isn't all about work; we promote a culture that supports your personal goals and enriches your professional goals.

We provide excellent benefits to our team members. You could be eligible for:

- 100% employer paid health, dental and vision coverage plans for you and your family members
- 401(K) Plan with 100% employer match up to the first 5%
- Paid Time Off program and paid holidays
- Opportunities to grow and promote through employee development and employer-paid training

We want people who want to grow with us! Are you ready to lead others and stop threat actors from victimizing companies? Apply and find out!