

Corporate Accounting Manager – Job Description

COMPANY BACKGROUND

Advanta IRA is a leading self-directed account administrator with over \$2 billion in client assets under management. We act as a third-party administrator and recordkeeper for individuals that self-direct their retirement accounts by investing in alternative assets such as real estate, start-ups, and private placements. Advanta IRA delivers unparalleled one-on-one customer service, industry expertise, and educational tools that help ensure our clients' success.

POSITION BACKGROUND

Advanta IRA's objective is to continue to grow through the addition of new clients while maintaining low attrition of existing clients. This can be achieved through solid customer service, attention to detail, and following procedures. The corporate accounting manager will perform various accounting functions while adhering to generally accepted accounting principles (GAAP). These include overseeing accounts receivables, payables, and payroll transactions, identifying gaps in internal controls, and compiling financial reports, forecasts, and statements.

This is a new position for Advanta IRA created in conjunction with a restructuring necessitated by our rapid growth. This role has the potential for growth and advancement.

RESPONSIBILITIES

Follows GAAP to perform the following accounting functions:

- Oversee accounts receivables, accounts payables, and payroll transactions.
- Perform journal entries.
- Identify gaps in internal controls.
- Compile and prepare monthly, quarterly, and annual financial/business reports, forecasts, and statements.
- Perform tasks associated with month-end and year-end close of income statement and balance sheet, account reconciliations, and G/L analysis.
- Administer accounting policies and procedures and monitor internal controls.
- Work on special projects and performs other duties as assigned.

SKILLS, BACKGROUND, & TALENTS REQUIRED

- BA or BS in accounting, business, finance, or a related field
- Five years or more of relevant general accounting experience.
- Certified Public Accountant designation (preferred).
- High proficiency in MS Word, Excel, Outlook, and QuickBooks and willingness to learn new software platforms.
- Salesforce experience (preferred).
- Embrace and exhibit our core values—professionalism, integrity, proactivity, and eagerness.

- Must be a strong analytical thinker and a problem solver.
- Utilize excellent verbal, written, and interpersonal communication skills.
- Ability to query, manage, comprehend, and provide analysis for large data sets and complex business documents.
- Possess the ability to work independently, multitask, and prioritize while paying very close attention to details.
- Be exceptionally well organized, analytical, and detail oriented with a strong work ethic to meet deadlines.

LOCATION

- **Largo, FL**

COMPENSATION

- Full-time salaried position
- Health, dental, and vision insurance
- 401(k) plus company match
- Paid time off

PERKS

- We offer many perks like free chair massages, company lunches, a family atmosphere, fun team-building events, activities, and more.