<u>Accounting Associate 1 – Job Description</u>

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 person filling this position will learn about IRAs, specifically self-directed IRAs, to support and answer clients' questions. Advanta IRA provides in-depth training to help ensure successful onboarding.

The accounting associate delivers professional and exceptional client service while performing various administrative duties. The successful candidate is self-driven, organized, proactive, eager, and excels at multitasking. Additionally, they employ exemplary telephone skills by presenting a quality image and treating the customer consistently, courteously, and efficiently.

RESPONSIBILITIES

- Manage the daily accounts payables (including daily/recurring bill payments, distributions, & transfers) and receivables (checks/wires/ACH) while maintaining hard copy and electronic filing systems.
- Reconcile various accounts, including remote deposits and stop payments.
- Run reports from the trust accounting system.
- Process and file tax forms for various IRA accounts.
- Prepare letters to and invoice clients.
- Assist with the daily operations of the company.
- Manage custodial transfers & follow-up.
- Enter new account data into CRM Software.
- Integrate data with trust accounting software/Salesforce/QuickBooks.

SKILLS, BACKGROUND, & TALENTS REQUIRED

- Embrace and exhibit our core values—professionalism, integrity, proactivity, and eagerness.
- Possess the ability to work with or without direction and multitask while paying very close attention to details.
- Be exceptionally well organized, analytical, and detail oriented.
- Demonstrate a desire and ability to learn new technology and a willingness to share knowledge to assist others.

- Utilize excellent verbal, written, and interpersonal communication skills.
- Confidentially maintain sensitive data.
- Show proficiency in QuickBooks, MS Word, Excel, and Outlook.
- Have basic accounting and bookkeeping skills.
- A college degree with a business foundation is preferred (Business Administration, Finance, Accounting, etc.)
- Salesforce.com experience is a plus.

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.