**<u>Accounting Associate I - Job Description</u>**

**LOCATION:** Advanta IRA- Office in Largo, FL 33773

**POSITION BACKGROUND**

Advanta IRA's objective is to continue to grow by adding 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 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.

**JOB DUTIES**

As an Accounting Associate, you will perform various accounting and administrative duties for Advanta IRA accounts, including:

- Managing the daily accounts payables (including daily/recurring bill payments, distributions, and transfers) by receiving, processing, verifying, and reconciling invoices.
- Managing the daily receivables (checks/wires/ACH) by reviewing and properly allocating funds to IRA clients.
- Maintaining hard copy and electronic filing systems.
- Reconciling various accounts, including banking and client accounts.
- Processing banking transactions, including processing wires, remote deposits, non-sufficient funds checks, and stop payments.
- Running reports from the trust accounting system.
- Processing and filing forms for taxable events for various IRA accounts and transactions.
- Assisting with the daily operations of the company.
- Executing accurate reporting and database management in multiple CRM systems.
- Integrating data with trust accounting software/Salesforce/QuickBooks.

**JOB EXPECTATIONS**

- Confidentially maintain sensitive data.
- Have basic accounting and bookkeeping skills.
- Possess the ability to work with or without direction with great accuracy.
- Learn and thoroughly understand the services Advanta IRA offers our clients.
- Understand and handle the various types of transactions a client may want to conduct and the necessary documents Advanta IRA must receive to process those transactions.
- Input client and transaction data into CRM System and Trust Account software.

- Ensure the accuracy of transactions and documents.
- Assist with customer support calls and emails as needed.

Advanta IRA provides thorough training and supervisory guidance to ensure successful onboarding.

**SKILLS, BACKGROUND & TALENTS REQUIRED**

- College degree with a business foundation (Business Administration, Finance, Accounting, etc.).
- Salesforce.com experience is preferred.
- Possess strong comprehension skills and the ability to work with or without direction and multitask while paying close attention to details.
- Be exceptionally well organized, analytical, and detail-oriented.
- Excel at accomplishing tasks and following up with necessary parties (clients and team members).
- Utilize excellent verbal, written, and interpersonal communication skills.
- Show proficiency in MS Word, Excel, and Outlook.
- Embrace and exhibit our core values—professionalism, integrity, proactivity, and eagerness.
- Retirement plan and/or financial services experience is a plus.
- Demonstrate a desire and ability to learn, and a willingness to share knowledge to assist others.

**Employee Benefits Summary**

- Compensation
  - Salaried position ($45K - $48K starting)
  - Annual reviews of performance and salary
  - Advancement opportunities

- Multiple insurance options
  - Medical, dental, and vision after 60 days
  - Telehealth
  - Prescription coverage
  - Options for Health Savings Accounts (HSA)
  - Individual and family plans available

- Hybrid work schedule options for those who qualify

- 401(k) after 6 months of employment
  - Up to a 4% company match

- Paid time off
  - No waiting period to begin accruing.
  - 9+ Federal Holiday in addition to PTO

- Additional perks include free chair massages weekly, company lunches, and fun team-building events on and off-site.

**COMPANY BACKGROUND**

Since 2003, Advanta IRA has served clients nationwide to become a leading self-directed account administrator. Today, Advanta IRA manages nearly $3 billion in client assets with the expectation of continuing to grow. We act as a third-party administrator and recordkeeper for individuals who self-direct their retirement accounts by investing in alternative assets such as real estate, start-ups, precious metals, and cryptocurrency. Advanta IRA delivers unparalleled one-on-one customer service, industry expertise, and educational tools that help ensure our clients' success.