



# JOIN OUR TEAM!

**OPEN POSITION:** Accounting Associate

**LOCATION:** Nationally - Remote

## POSITION SUMMARY:

The Accounting Associate works in conjunction with the EGPS Accounting Manager and Business Director, as well as other members of the accounting team. The Accounting Associate is responsible for maintaining accurate records of accounts receivable, ensuring that invoices are prepared in accordance with company policies, and that clients pay invoices timely. This position requires proven organizational skills and the ability to maintain precise records. This position will also be called upon to complete internal projects as needed.



## ESSENTIAL FUNCTIONS:

- Maintain EGPS billings for all clients
- Ensure accuracy of calculation, posting and e-mailing client invoices
- Assist in accounts receivable process including emails and telephone calls with clients and uphold policy & standards
- Assist in posting and reconciling Revenue Sharing from Recordkeepers
- Assist in researching billing questions from the client, financial advisor and/or internal team members
- Achieve assigned goals related to turn around times and accuracy
- Responsible for protecting, securing, and proper handling of all confidential data held by EGPS
- Communicate significant issues and exceptions to an appropriate higher level of authority within the Company in a timely manner
- Participate in project work as needed
- Performs other duties and responsibilities as required or requested

## QUALIFICATIONS:

- Bachelor's degree (B.A., B.S.) in accounting or business, or equivalent business experience a plus
- Intermediate knowledge of MS Office Suite, QuickBooks, and Excel
- Ability to work collaboratively in a team setting
- Can work independently and without supervision when required
- Effective verbal and written communication skills
- Attention to detail
- Creative problem-solving skills
- Completion and deadline oriented

**HOW TO APPLY:** Interested candidates should apply by submitting resume to [HR@egps.com](mailto:HR@egps.com).