



Staff Accountant

Company Overview:

Visible World is the industry leader in addressable and advanced TV advertising. Our suite of services enables advertisers, agencies, and media companies to deliver addressable, interactive, and measurable ads. We offer a web-based campaign management tool, the Conductor, which enables advertisers to directly automate data-driven TV ad targeting. The Visible World Conductor is a sophisticated solution that facilitates deeper segmentation of TV ads and using this technology, Visible World brings the targeting precision and intelligence of online advertising to TV.

Responsibilities:

- Process accounts payable - match, batch, code, and enter all vendor invoices
- Respond to vendor inquiries and resolve any discrepancies as they arise
- Process cash receipts - match, batch, code and enter for deposit
- Process all credit card transactions with supporting documentation
- Review all time and expense (T&E) reports for proper support and accuracy
- File paid invoices, T&E reports, cash receipts and other related documents
- Track employee paid time off
- Process company purchase requests according to company policy/approvals
- Assist with the booking of prepaid and fixed assets
- Complete assigned tasks related to monthly financial close, including assisting the Senior Accountant, Controller, and CFO as needed

Requirements:

- Outstanding communication, writing, and problem solving skills
- High level of attention to detail and accuracy
- Excellent organizational skills
- Knowledgeable of monthly accounting cycle and a quick learner
- 2+ years of accounting experience (or equivalent) with a BS in Accounting
- Self-motivated and proactive with the ability to work independently
- Highly dependable and able to meet deadlines
- Working knowledge of Quickbooks a plus