



ACCOUNTING SPECIALIST

Position Executive Summary

The Accounting Specialist is responsible for day-to-day financial transactions including accounts payable, media and corporate credit card reconciliations, as well as other administrative tasks. This role must exercise discretion in executing essential functions and be able to work independently, following through on assignments with minimal direction.

Key Responsibilities

Accounts Payable

- Manage Accounts Payable email account
 - Download invoices to server for approval/entry into Advantage
 - Researching and responding to vendor inquiries
- Credit Card reconciliations and entry into Advantage
 - All Ghost Cards (currently 9 credit cards)
 - AMEX cards
- Entering overhead, production, and media payables
 - Uploading backup files to Filezilla
 - Deleting files post-upload from Filezilla
 - Maintaining A/P server folders
- Weekly check-run
 - Pull weekly A/P aging
 - Preliminary selection of payments for the week
 - Issuing and mailing house checks
 - Initiating payments through Northfield Bank
 - Initiating wire and/or ACH payments
 - Posting manual payments in Advantage
 - Initiating CSI payments
 - Updating production and media tracking spreadsheet post-payments
 - Creating check run file to include all payables backup
- Initiating and posting ACH/credit card payments for payments out of check run cycle, and recording in Advantage, as needed (ie. AMEX, Verizon, Casella, WeWork, etc.)
- Setting up new vendors in Advantage
 - Managing W-9 files
- Completing credit applications for new media vendors as needed
- Submitting sales and use tax filings
 - Monthly for Vermont
 - Yearly for New York



Media

- Media invoice reconciliations
 - Find and compare insertion orders to vendor invoices
 - Connect with media buyer(s) on any discrepancies
- Monthly social media reconciliation for vendors that require payment via credit card including: LinkedIn, Facebook, Twitter, BING, Pinterest, TikTok and others
- Upload electronic broadcast invoices into Advantage

Agency Administrative Support

- Review missing timesheets
- Collect mail and scan payables
- Licensing stock images (as needed to support Activation)
- Update time in Projections Workbook
- Offsite parking management if needed
- Books and manages agency travel
- Ordering and maintain office supplies, food and beverages
- Supports COO with event planning and management
- Coordinates employee recognition needs (flowers, gift cards, etc.) for milestone events

Qualifications

- 3+ years of general accounting experience
- Proven work experience as an Accounting Specialist or similar role with an emphasis on Accounts Payable
- Associates degree or higher in Accounting or related field preferred
- Understanding of accounting principles
- Experience using financial/accounting software
- Exceptional time management, communication and problem solving skills
- Organized, with high attention to detail and accuracy
- Proficient in Excel
- Willingness to learn new skills
- Ability to meet deadlines



About KSV

KSV is certified BCorp and a women-owned and led collective of creative and strategic thinkers who are committed to a more sustainable existence. As part of our team you'll have the daily opportunity to be part of something bigger than just yourself, because everything we do is filled with a purpose. And that's enough to fill us up with all types of good stuff.

Employee Benefits:

- 401k
- Health, dental, and vision coverage
- Parental leave
- Flexible PTO
- Paid holidays include the week between Christmas and New Year's Day, MLK Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving and the following Friday
- Summer half-day Fridays
- Flexible work environment

KSV is a signer of the equal pay compact and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



KSV Values & Competencies

Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success.

Our Core Competencies

Core competencies are the 'price of admission' to being part of the KSV team and are expected of all team members regardless of role or seniority.

Customer Focus	Builds strong customer relationships and delivers customer-centric solutions.
Decision Quality	Makes good, informed, and timely decisions that keep the organization moving forward.
Action Oriented	Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
Drives Results	Is focused on and consistently achieves results, even under tough circumstances.
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives.
Values Differences	Recognizes the value that different perspectives, life experiences, and cultures bring to an organization.
Communicates Effectively	Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Instills Trust	Gains the confidence and trust of others through honesty, integrity, and authenticity.
Self Development	Actively seeks new ways to grow and be challenged using both formal and informal development channels.
Being Resilient	Keep positive, stay calm under pressure, and believe there is a way forward, even when it can't be seen.