

## Job description

SHARE is seeking an Accountant to add to our growing team! The Accountant will report directly to the CFO and will be accountable for the accounting operations of SHARE, including the production of periodic financial reports and maintenance of accounting records. This person will also be in charge of account reconciliation, managing receivables and payables, processing payroll, and will assist the CFO with various administrative, financial, and risk management initiatives. In addition, the Accountant may perform light administrative services to the executive team.

### Responsibilities:

- Manage all aspects of accounting, including: billing; financial statements; general ledger; payroll; accounts payable; accounts receivable; tax compliance; and various special analyses.
- Ensure that accounts payable are paid in a timely manner, and accounts receivable are collected promptly.
- Maintain QuickBook records.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Process payroll bi-weekly.
- Ensure monthly bank reconciliations are completed.

### Position Requirements:

Your background may not include all of the experiences outlined below. But you have a demonstrated track record of seeking new challenges, learning rapidly and delivering great results in a fast-paced, dynamic environment. Other requirements include:

- Bachelor's degree in accounting, finance, or related field.
- 3-5 years of experience in accounting and finance.
- Exceptional knowledge of finance, accounting, budgeting, and Generally Accepted Accounting Principles (GAAP).
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations.
- Familiarity with Microsoft Office suite.
- Familiarity with Google Applications.
- Experience with QuickBooks online.
- Excellent written and verbal communication skills.

To apply for this position, please send your resume to [careers@ridewithshare.com](mailto:careers@ridewithshare.com).