

Job Title: GEM Accountant/Bookkeeper

Location: Remote

Time Commitment: 5 hours/week, flexible schedule based on individual needs

Compensation Overview:

- Hourly Wage: TBD
- If you refer someone to the organization, you earn 7% of that revenue, payable on a quarterly basis. (Net revenue = gross revenue - employee and service costs)
- If your sale goes on to refer someone else, you continue to benefit. You'll receive 5% of the net revenue from their referrals.

Company Overview:

GEM Coaching, created in 2005 by CEO Eric Horwitz, is a dynamic and innovative coaching practice dedicated to helping individuals and companies reach their full potential, set and achieve meaningful goals, and overcome challenges. We believe in the power of coaching to transform lives and are committed to providing exceptional guidance and support to our clients.

In 2020, Coach E designed a community called The Treasure Chest. This virtual and in-person network is for professionals to connect with one another, and learn from GEM's array of coaches and facilitators in group sessions.

Position Summary:

As the GEM Accountant/Bookkeeper, you will have the unique opportunity to work closely with Coach E, and gain hands-on experience in the field of personal development and coaching.

Key Responsibilities:

Recording Financial Transactions: Enter and maintain accurate records of financial transactions. Record income, expenses, and other financial activities in accounting software.

Accounts Payable & Receivable: Process and record accounts payable transactions. Verify and reconcile vendor invoices with purchase orders and receipts. Process and record accounts receivable transactions. Issue invoices and statements to customers, and follow up.

Payroll Processing: Calculate and process employee payroll. Ensure timely and accurate payment of salaries, taxes, and benefits.

Financial Reporting: Generate financial reports, including profit and loss statements, balance sheets, and cash flow statements. Provide financial reports to management on a regular basis.

Record Maintenance: Maintain organized and up-to-date financial records and documentation.

Financial Analysis: Analyze financial data and provide insights to support decision-making. Identify trends, variances, and areas for improvement.

Government and Corporate Financial Reporting: Reporting for government and corporate projects when necessary.

Qualifications:

- Bachelor's Degree in accounting, finance or a related field.
- Prior experience in accounting or as a bookkeeper preferred.
- Proficiency with QuickBooks, Freshbooks or a similar platform.
- Proficiency in Excel and the Microsoft Office Suite.
- Strong attention to detail.
- Effective time management and organizational skills.
- Ability to maintain strict confidentiality.
- Problem solving skills.
- Technical proficiency with modern tools and AI.
- Strong communication and interpersonal skills.
- Empathetic and nonjudgmental attitude.
- Passion for personal development and helping others achieve their goals.

Benefits:

- Exposure to a diverse range of clients and coaching scenarios.
- Networking opportunities.
- The chance to make a meaningful impact on clients' lives.