

Optic Power - Accounting Specialist

The role reports to the Finance Manager and would work remotely in Puerto Rico.

About Optic Power:

Optic Power is a software development and sales and business process outsourcing company aimed at growing businesses efficiently and cost-effectively under the Sales Clover, Process Power, Code Power and Gaming Power brands. The Company prides itself on creating a collaborative and dynamic corporate culture to attract and retain top talent. Due to exponential growth, the accounting and reporting needs have grown to support additional accounting and finance resources to position the company for further growth.

Core responsibilities and Qualifications:

- The Accounts Payable, Billing and Payroll Specialist for Optic Power is responsible for the processing of payroll, payments to independent contractors and vendors and processing customer invoices.
- Work closely with external tax accountants to ensure appropriate IRS and statutory withholdings are made.
- Ensure that vendor bills are appropriately reviewed and approved and paid timely.
- Submission of customer invoices timely and in accordance with customer contracts.
- Record the receipt of customer payments and maintain accounts receivable aging.
- Assist with the monthly close and preparation of some related account reconciliations.
- Provide support to external auditors and tax accountants.

Qualifications

Required:

- A bachelor's degree
- A minimum of 3 years of experience related to Accounts Payable, Payroll or Billing
- Familiarity with basic accounting functions and bookkeeping
- Fully bilingual (English and Spanish)
- Strong communication and presentation skills
- Able to work autonomously and accurately
- Ability to multitask
- Strong communication skills both verbal and written
- Excellent social skills, teammate, and willing to work in a flexible environment
- Work well in a fast-paced environment and be able to recommend and implement operational improvements

Preferred:

- Stripe experience Preferred
- Quickbooks Online Preferred

Send resume to: amandalwolman@gmail.com

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