Position Description

Title: Accounts Receivable Associate

Reports to: Accounting Manager

Salary Range: $55,000-$70,000 annually, depending on experience, plus eligibility for an annual performance profitability bonus.

Benefits:

- 100% remote work schedule.
- Medical, Dental, and Vision insurance: 80% employer paid premiums for employee and 50% employer paid premiums for dependents. Two plan options: High deductible with HSA and low deductible plan.
- 100% employer paid premium for Group Term life, voluntary employee paid life and AD&D Insurance.
- 401(k) with 100% company match up to 4% with both Traditional and Roth options.
- Voluntary long-term Disability Insurance.
- Paid time off: 17 days annually for new hires, two half-days per month, 10 holidays plus 1 floating holiday, birthday leave, bereavement leave, 16 hours per year of volunteer leave, paid parental leave.
- Certification and designation sponsorship, tuition reimbursement up to $5000 annually.
- Additional benefits: fitness membership reimbursement, internet reimbursement, one month paid sabbatical after 5 years of employment, employee home loan program, donation matching, recognition program, employee referral bonus, and company events.

NWAM, LLC dba Northwest Asset Management is committed to fostering a diverse, inclusive, and collaborative workplace where every employee is valued and respected. We believe diverse perspectives and experiences strengthen our team and positively impact the services we provide to our clients and advisors. We welcome individuals of all backgrounds and encourage employees to bring their unique perspectives, experiences, and ideas to work. Military veterans and spouses are highly encouraged to apply.

Northwest Asset Management is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by applicable law.

NWAM, LLC dba Northwest Asset Management is an SEC Registered Investment Adviser.

Job Summary

The Accounts Receivable Associate is responsible for maintaining accurate billing and accounts receivable records, processing invoices, and supporting the firm's quarterly billing cycles. This role will perform account reconciliations and billing audits, monitor outstanding balances, research and resolve discrepancies, and maintain records to support financial reporting and audits. The Accounts Receivable Associate will also collaborate with internal teams to address billing questions and identify opportunities to improve processes and procedures.

The ideal candidate is detail-oriented, organized, and comfortable managing recurring deadlines while working independently and as part of a collaborative accounting team.

Why Join Us

At Northwest Asset Management, you'll be part of a collaborative, close-knit accounting team where your work directly supports the financial operations and success of the firm. We value initiative, attention to detail, and a willingness to find better ways of doing things—and we give our employees the support and flexibility to grow.

As an Accounts Receivable Associate, you'll have the opportunity to:

- **Make an impact:** Play an important role in maintaining accurate accounts receivable records, supporting timely payments, and keeping financial operations running smoothly.
- **Grow your career:** Build your accounting expertise while gaining experience in accounts receivable, reconciliations, reporting, and other areas of the accounting function. We invest in professional development through certification and designation sponsorship and annual tuition reimbursement.
- **Enjoy flexibility:** Work 100% remotely while remaining connected to a collaborative and supportive team.
- **Be part of a great team:** Work in a small-company environment where employees are encouraged to share ideas, take initiative, collaborate, and contribute beyond their individual responsibilities.
- **Build for the future:** Take advantage of a competitive benefits package, including a 401(k) with company match, comprehensive medical, dental, and vision coverage, paid time off, and additional employee-focused benefits.
- **Be recognized and supported:** We celebrate employee contributions through recognition programs, referral bonuses, donation matching, company events, and other employee-focused programs.

If you're looking for a role where you can build your accounting expertise, contribute to a collaborative team, and play an important role in a growing firm, we'd love to hear from you.

Requirements and Qualifications

- Bachelor's degree from an accredited college or university required.
- 2+ years of experience in accounts receivable, accounting, bookkeeping, or a related financial role preferred.
- Experience in the investment management or financial services industry is a plus, but not required.
- Strong attention to detail and commitment to accuracy.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Ability to research discrepancies, identify issues, and work toward timely resolutions.
- Strong Microsoft Excel skills and proficiency with Microsoft Office.
- Excellent written and verbal communication skills, with the ability to communicate clearly and professionally.
- Ability to handle confidential and time-sensitive financial information with discretion.
- Ability to work effectively in a team environment and proactively support other team members.
- Self-motivated with a continuous improvement mindset and willingness to identify opportunities to streamline processes.
- Ability to work independently, exercise sound judgment, and seek guidance when appropriate.
- High level of professionalism, confidentiality, discretion, and judgment.

Duties and Responsibilities

- Accurately input and maintain billing and accounts receivable data to support timely and accurate invoicing.
- Verify the accuracy and integrity of billing data and records.
- Execute quarterly billing cycles and perform quarterly billing audits to identify discrepancies and ensure compliance with established procedures.
- Generate and distribute detailed billing statements to advisors.
- Update and reconcile billing schedules and supporting worksheets on a quarterly basis.
- Process and accurately record payments and other accounts receivable transactions.
- Monitor outstanding balances, perform account reconciliations, and research and resolve discrepancies.
- Maintain accurate billing and accounts receivable records to support audits and financial reporting.
- Collaborate with internal teams to resolve billing discrepancies.
- Identify opportunities to improve billing and accounts receivable processes.
- Provide backup support for other accounting functions as needed.
- Perform other responsibilities as assigned.