

Role: Accounting Specialist

Reports To: Financial Controller

The Specialized Marketing Group, Inc.

- **Who we are:** The Specialized Marketing Group, Inc. (TSMGI) – a global sports marketing agency specializing in sports, events, and promotional campaigns that bring brands to life.
- **What we do:** We create innovative programs that grab attention, spark conversations, and help brands stand out in a big way.
- **Our approach:** We offer the best of both worlds – the personalized attention of a small business combined with the big ideas and capabilities of a larger agency.
- **Founded:** Since 2000, we've been working with some of the biggest names, including Fortune 500 companies and market leaders.
- **Recognition:** Proud to be named a "Top 200" agency by Chief Marketer Magazine every year since 2008.
- **Where we're located:** Our main office is in Deerfield, IL, just north of Chicago, with teams in Milwaukee, WI; Lexington, KY; Charlotte, NC; Denver, CO; and Madrid, Spain.
- **Stay connected:** Follow us on Instagram and LinkedIn @TSMGI.
- **Want to learn more?** Visit us at www.TSMGI.com.

The Accounting Specialist Role

We're looking for an **Accounting Specialist** to join our Accounting Department and support TSMGI's order-to-cash and day-to-day accounting operations. This role will have a primary focus on accounts receivable, customer invoicing, cash application, collections, sales order invoice readiness, and customer account maintenance, while also providing support for vendor bills, shipping cost allocations, month-end close, and other accounting activities as assigned.

Reporting directly to the Financial Controller, this role helps ensure that customer invoicing, payment processing, account reconciliations, and supporting documentation are completed accurately, efficiently, and on schedule. The ideal candidate is detail-oriented, organized, service-minded, and comfortable working with internal teams to resolve incomplete or inaccurate billing information before it reaches the customer.

Why you'll love this role:

- **Unique opportunity:** Be part of a fast-growing global sports marketing agency with plenty of room for growth.
- **Career development:** We believe in promoting from within, making this a great place to grow your career.
- **Unique industry:** Work in a dynamic business that combines marketing, sports, experiential events, and promotions.
- **Collaborative team:** Join a close-knit team that thrives on camaraderie and teamwork.
- **Great culture:** Enjoy being part of a company with long employee tenure, a strong sense of belonging, and delivering great work for our clients.
- **Work-life balance:** Benefit from a hybrid work schedule that offers flexibility for a better work-life balance.
- **Comprehensive benefits:** We offer great benefits like medical, dental, vision, life insurance, a 401(k), PTO, and more.

Key Responsibilities

What You'll Do as an Accounting Specialist:

- **Manage customer invoicing and billing readiness:** Own the invoice readiness process and prepare customer invoices, ensuring all charges, credits, refunds, supporting documentation, and applicable sales tax treatment are complete and accurate.
- **Review NetSuite sales orders:** Review sales orders before invoicing to confirm invoice readiness, including customer information, item descriptions, pricing, quantities, billing instructions, tax/Avalara considerations, and supporting documentation.
- **Monitor open sales orders and AR activity:** Use NetSuite reports, sales order watch lists, and AR aging reports to track open, pending, invoice-ready, disputed, and past-due items; evaluate issues and escalate matters requiring resolution or management attention.
- **Process cash receipts and apply payments:** Process daily cash receipts, apply customer payments, reconcile unapplied cash, and research payment variances.
- **Support collections and account follow-up:** Monitor outstanding balances, perform collection activities, and communicate professionally with customers regarding invoices, payment status, and account inquiries.
- **Resolve billing and payment discrepancies:** Research, evaluate, and resolve invoice issues, deductions, short pays, credits, refunds, account adjustments, and customer account discrepancies, exercising sound judgment and escalating when appropriate.
- **Partner with internal teams:** Collaborate with Sales, Sports & Event Marketing, Promotions, Creative Services, Operations, Purchasing, and IT to resolve incomplete or inaccurate order information before invoices are issued.
- **Process accounts payable:** Review and verify vendor invoices, obtain approvals, and prepare payments in accordance with company procedures.
- **Support month-end close activities:** Assist with customer account reconciliations, account reconciliations, reporting, and other closing tasks to ensure accurate and timely financial reporting.
- **Maintain documentation and support audit requests:** Maintain accurate accounting records and supporting documentation; assist with audits and provide backup when requested.
- **Uphold internal controls:** Follow established accounting procedures to maintain financial accuracy, compliance, and security.
- **Contribute to team success:** Collaborate with the Controller and Staff Accountant on daily accounting operations, special projects, and continuous process improvements.

This role has plenty of variety and opportunities to grow! You'll work closely with the Controller and other senior leaders, gain valuable experience, and be part of a dynamic working across Sports Marketing, Promotions, and Events.

What We're Looking For:

- **Experience:** 3+ years of accounting, accounts receivable, or general accounting experience preferred.
- **AR and billing process ownership:** Understands the full AR cycle, including customer invoicing, payment application, collections, account follow-up, and resolution of billing or payment issues.
- **Technical proficiency:** Strong working knowledge of Microsoft Office, particularly Excel; experience with NetSuite ERP is preferred. Experience with Avalara or other accounting software is a plus.
- **Attention to detail:** Demonstrates accuracy and thoroughness in all accounting tasks and financial records.
- **Problem-solving skills:** Identifies issues quickly and takes initiative to find practical, effective solutions.
- **Customer service mindset:** Builds and maintains positive relationships with customers and vendors through responsive, professional communication.
- **Deadline and confidentiality focus:** Manages multiple priorities while handling sensitive financial information with discretion.
- **Follow-through and reliability:** Delivers on commitments and ensures tasks are completed accurately and on time.
- **Adaptability:** Thrives in a fast-paced environment and adjusts smoothly to changing priorities.
- **Initiative-driven:** Takes ownership of responsibilities and seeks ways to improve processes.
- **Organizational skills:** Prioritizes effectively to balance daily tasks and longer-term projects.
- **Commitment to quality:** Produces consistent, high-quality work that reflects accuracy and care.
- **Cultural alignment:** Models TSMGI's values of honesty, integrity, friendliness, and service-oriented teamwork.

We're looking for someone who can hit the ground running, stay organized, and work well in a dynamic environment. If this sounds like you, we'd love to hear from you.

Key Deliverables:

- **Invoice accurately and on time:** Help ensure customer invoices are complete, correct, supported, and issued on schedule.
- **Keep AR current and visible:** Support timely collections, accurate cash application, aging review, and escalation of disputed or delayed items.
- **Build strong relationships:** Maintain positive, professional interactions with customers, vendors, and internal partners.
- **Support process discipline:** Help strengthen invoice readiness, reduce preventable rework, and support consistent accounting procedures.
- **Contribute to culture:** Act as a positive, values-driven team member who supports TSMGI's collaborative, family-friendly environment.
- **Communicate effectively:** Deliver clear, courteous, and solution-focused communication across all interactions.
- **Ensure fiscal responsibility:** Support accurate budgeting, billing, and expense management processes.
- **Demonstrate a can-do attitude:** Approach challenges with initiative, optimism, and accountability while upholding TSMGI's culture and standards.

Key Contacts and Work-Partners

Internal Team: You'll collaborate closely with a variety of departments, including Sports & Event Marketing, Promotions, Creative Services, General Management, Purchasing, Warehouse/Operations, and IT.

External Partners:

- **Clients:** Work with teams in marketing, promotions events, leadership and accounting to ensure smooth financial processes.
- **Vendors:** Coordinate with vendors across sales, promotions and accounting to handle invoicing and payments efficiently.

How to Apply

- **Ready to join our team?** Send your resume, cover letter, and references to jobs@tsmgi.com. We can't wait to hear from you!

Additional Information

This is a full-time, exempt position. The estimated salary range for this role is **\$48,000 to \$58,000 annually**, depending on experience, education, skills, and overall qualifications. The actual salary will be determined based on the candidate's background, relevant accounting and billing experience, technical skills, and alignment with internal equity and market data.

This position includes a comprehensive benefits package with **medical, dental, and vision insurance**, as well as **life, accidental death and dismemberment, and short- and long-term disability coverage**. Additional benefits include **paid time off** and participation in a **401k retirement plan** funded through both employee and employer contributions. Team members are also eligible for **annual pay increases** and a **year-end bonus** based on company performance and individual contribution. At TSMGI, we're all about creating a workplace that's as rewarding and enjoyable as it is productive. We take pride in our culture built on mutual respect, collaboration, and genuine camaraderie. From complimentary lunches every Wednesday to monthly Town Hall meetings and our creative "Fun Committee" activities, we make sure our team feels connected and valued. And when the holidays roll around, we go all out with a memorable year-end celebration that brings everyone together.

TSMGI is committed to creating a diverse environment and is proud to be an equal opportunity employer and committed to compliance with all fair employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.