

## Staff Accountant

<b>FUNCTION:</b>	Staff Accountant
<b>REPORTS TO:</b>	Controller

### The Specialized Marketing Group

TSMGI (The Specialized Marketing Group, Inc.) is a global sports, event, and promotional marketing company, specializing in innovative programs that move brands, grab attention and spark conversations. TSMGI combines the personalized attention and passion of a small business with the big ideas and fully integrated capabilities of a larger agency. Founded in 2000, TSMGI client list includes a variety of Fortune 500 companies, as well as individual leaders in each of their markets. TSMGI has been recognized by Chief Marketer Magazine as a "Top 200" agency each year since 2008. Headquartered in the northern suburbs of Chicago (Deerfield, IL), TSMGI also has offices and key personnel in Milwaukee, Wisconsin; Lexington, Kentucky; Charlotte, North Carolina; Denver, Colorado; and Madrid, Spain. For additional information on TSMGI, visit [www.TSMGI.com](http://www.TSMGI.com) or follow @TSMGI on [Instagram](#), [Twitter](#) or [LinkedIn](#).

### OVERALL ACCOUNTABILITY:

The Staff Accountant is responsible for working effectively across all aspects of the Accounting Department's responsibilities including AR, AP, account reconciliations, reporting, etc. The Staff Accountant will work closely with the Controller to ensure the achievement of the department's goals and objectives.

An effective person in this role will have the ability to operate strategically by developing a comprehensive understanding of TSMGI's business and the role of Accounting to achieve the company's business objectives; as well as the ability to execute the operations of the department (AR, AP, reconciliations, reporting, etc.).

### KEY RESPONSIBILITIES:

- ✓ Responsible for collecting, coding, and entering vendor invoices into accounting system on a daily basis
- ✓ Responsible for issuing company-wide client invoices on a daily basis
- ✓ Assists the Controller in collections on a weekly basis
- ✓ Assists the Controller to prepare financial data for the closing of the monthly, quarterly and annual accounting cycles
- ✓ Works with Controller to develop policies and procedures for the accounting department
- ✓ Works with Controller on special invoicing projects and keeps special project budgets up to date
- ✓ Works with Controller to reconcile General Ledger accounts as needed

### SKILLS/QUALIFICATIONS:

- Understanding of accounting processes
- Experience with NetSuite is a plus
- Strong AR / AP knowledge and skills
- Attention to detail
- Strong problem solving skills
- Work effectively with deadlines and confidential data
- Excellent follow-through
- Ability to work in a fast-paced environment
- Initiative-driven

### KEY DELIVERABLES

- Timeliness and accuracy in the preparation of all financial materials
- Responsive accounting administration
- Efficient problem-resolution
- Up-to-date, accurate financial records
- Development and implementation of department policies that optimize efficiency and accuracy for the entire TSMGI team

## Staff Accountant

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- Effective communicator
- Ability to prioritize
- Understanding of the nature of TSMGI's business
- Positive contributor to values-driven culture

### KEY CONTACTS / Work-Partners:

- ▶ Internal team members  
Sports & Event marketing department, Promotions department, creative services, general management, purchasing, warehouse / operations
- ▶ External  
Clients – marketing, sales, employee relations, purchasing, accounting  
Vendors – sales, production, accounting

### Application Instructions

- ▶ Submit resume, cover letter and references to [jobs@tsmgi.com](mailto:jobs@tsmgi.com)

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### Physical Requirements

- NP Not Present  
 O Occasional (up to 25% of time)  
 F Frequent (26%-74% of time)  
 C Constant (75% or more of time)

Requirement	Check All That Apply				References
	NP	O	F	C	
• Standing/Walking: Remaining on one's feet in an upright position at a workstation or moving about a work area.		X			
• Sitting: Remaining in the normal seated position.			X		
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back & legs.			X		
• Pushing/Pulling: Exerting force upon an object so that the object moves away from/toward the force.		X			
• Climbing: Ascending or descending ladders and stairs using feet and legs, and/or hands and arms.		X			
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.			X		
• Kneeling: Bending legs at knees to come to rest on knee or knees.			X		
• Reaching: Extending hand(s) and arm(s) in any direction.			X		
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).			X		
• Bending/Twisting: Continual, intermittent rotation of the spine.		X			
• Talking: Expressing or exchanging ideas by means of the spoken word.				X	
• Hearing: Receiving detailed information through oral communication.				X	
• Vision: Clarity of vision at near and/or far distances.				X	
• Computer Usage or other special equipment operated.				X	