



The Opportunity

vChief is looking for a full-time Finance Coordinator to join its Finance team to manage and iterate on our current AP/AR systems, processes, and programs to drive them to the next level. As a Finance Coordinator, you will help build and maintain systems and processes that facilitate a smooth external and internal client experience. The position provides an exciting opportunity to gain insight into the fast-paced world of growing an organization that is fully remote and highly flexible, and help build upon vChief's early success to drive our business to the next level.

Our Organization

Founded in 2016, vChief is a young, but established and successful company providing virtual chief of staff support to busy executives on a part-time or interim basis. We recruit, select and vet chief of staff consultants and match them with CEOs and other senior leaders who need a right-hand partner. Leaders opt into a monthly level of service to meet their needs, which is provided by one of our contracted chiefs of staff. These chiefs of staff will help CEOs take things off their plate so the CEO can focus their efforts where they will have the most impact. They do things like supporting a CEO's communications and meeting follow-up, managing projects, creating systems and processes to improve efficiency, planning meetings and events, hiring, budget development, and more. We've had great success with our clients to date, with 98% indicating they would recommend vChief to a friend or colleague. Now we are looking to share these services with more CEOs in more industries.

Responsibilities

Responsibilities include, but are not limited to:

- Help create systems and processes that provide a positive and smooth experience for internal and external vChief clients; identify problems and implement solutions to current systems and processes that increase efficiency and accuracy
- Accounts Receivable Duties include;
 - New client set up, and coordinating with the team on the process to receive timely client information.
 - Review consultant invoices and generate customer invoices.
 - Reconcile receivable accounts based on invoices and payments.
 - Review customer account details keeping track of irregular payments and resolving.
 - Research and work with external clients to remediate payment discrepancies.
 - Obtain multiple points of contacts for customers, and create lines of communication through email, phone, mail, etc.
 - Investigate customer and vChief team inquiries.
 - Provide accounts receivable information for monthly close.
 - Manage the accounts receivable customer data.



- Manage Accounts Payable including setting up new Consultants, receiving and processing invoices for approval, and entering approved invoices into Quickbooks.
 - Manage and update the process for setting up new contractors in conjunction with the team.
 - Update contractor records as needed.
 - Reconcile payment to invoices monthly, researching and remediating discrepancies.
 - Establishing and maintaining relationships with contractors and vendors.
 - Reviewing invoices and paying due invoices in a timely manner.
 - Review workflow process to continuously improve efficiency.
 - Perform record keeping to document the payments made to contractors and vendors.
- Administer payroll and reports with assistance from an outsourced payroll provider.
 - Manage and maintain record of employment including, onboarding, salary changes, and termination.
 - Process payroll biweekly for employees.
 - Manage relationship with vendor to ensure execution of appropriate employee state and federal rules, regulations and taxes.
 - Prepare reports and reconcile quarterly 941s to payroll expenses.
 - Investigate and resolve payroll discrepancies and employee inquiries.
- Take on special projects as needed and offer swing capacity across Finance and Business Development administration where possible during busy seasons
- Support with other Finance duties as needed

Education and Experience

- Bachelor's degree preferred in Finance, Business Administration, or related field
- At least 2-3 years of Finance experience preferred, recent college graduates with relevant degrees will also be considered
- Experience working with organizational systems (e.g. Excel, Google Drive, Microsoft Access, Quickbooks) preferred

Knowledge, Skills, and Abilities

- Interested and comfortable working in rapidly growing, fast-paced startup environment
- Extremely strong organizational skills including detail-orientation
- Ability to prioritize and juggle multiple projects with accuracy and precision
- Passion for equity, inclusion, and diversity in the workplace with an interest in building a virtual, highly flexible workplace of the future
- Strong judgment and the ability to understand the motivations of others and make connections



- Strong written and oral communication skills
- Fluency in Microsoft Excel, Quickbooks and Google Drive
- Comfort working with databases to analyze data and manage information
- You personally exemplify vChief's core values: excellence, integrity, and servant leadership

Compensation

Compensation for this role is \$50,000-\$55,000 depending on experience. The Coordinator will also be eligible for vChief benefits including a four day work week, a work from home stipend, reimbursement for healthcare premiums, unlimited vacation (with set minimums), retirement savings and more!

Anti-discrimination policy and commitment to diversity

vChief seeks individuals of all ethnic and racial backgrounds to apply for this position; we are committed to maximizing the diversity of our organization.

This job description reflects vChief's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign, or eliminate duties and responsibilities to this role at any time.