



## Join Our Team at Zumasys: Elevate Your Career as our Staff Accountant!

Are you eager to join a dynamic, cohesive team that's making significant waves in the software industry? Based in the scenic beachfront city of San Clemente, California, Zumasys is on the lookout for a dedicated and enthusiastic Staff Accountant to help transform the operational capabilities of small and medium-sized manufacturers and distributors. In this pivotal role, you will be at the heart of our mission, empowering businesses with our innovative ROVER ERP solution.

### Why Zumasys?

At Zumasys, we're not just another software company – we are a community of innovators, entrepreneurs, and problem-solvers dedicated to making a real impact for our customers. Our core values describe us perfectly: We are RAD. We are Responsible, Adaptable, and Dedicated!

When you join us, you become part of a supportive and collaborative culture where your ideas are valued, and your contributions are appreciated. We believe in fostering talent, peer connections and providing a genuinely enjoyable work environment with capable, nice people! Learn more about us at [www.zumasys.com](http://www.zumasys.com)

### The Opportunity:

As a Staff Accountant at Zumasys, you'll be at the forefront of our financial operations, ensuring accuracy and efficiency in every transaction. Your responsibilities will span from managing customer invoices and accounts receivable to handling vendor payments and financial reporting. If located in driving distance to San Clemente, California, this position will be based in our beautiful, modern office just a few miles from the beach. We will also consider a remote position - with a blend of remote work flexibility and occasional travel to our headquarters, you'll experience the best of both worlds – the camaraderie of a close-knit team and the freedom to work in a hybrid / remote (*must reside within the states the company is registered in: California, Washington, South Dakota, Arizona, Missouri, Michigan, New York, Florida, Illinois, Ohio, or Arkansas*)

### What You'll Do:

#### Staff Accountant – Full-cycle accounting

**Company Overview:** Join our innovative software development company as we expand our SaaS ERP solution, ROVER ERP. Headquartered in San Clemente, California, and with a dedicated team of professionals and software developers in addition to a dynamic work environment, we are seeking detail-oriented and organized person to handle our day-to-day billing and accounting operations. Under general/remote supervision by the CFO, this dual-role position will be split into two specialized areas: Billing and Finance/Accounting, ensuring efficiency and accuracy in our financial processes.



**Position:** Staff Accountant

**Location:** In-Office/Hybrid or Remote (In-office position is based in San Clemente, CA. If remote, the position will be home-based in one of the states the company operates in – see above). Occasional but periodically scheduled travel to HQ will be required.

**Employment Type:** Full-Time

**Key Responsibilities:**

**Billing Specialist:**

- Conduct daily meetings with team members to review orders for invoicing, additions to recurring billing, and other related tasks.
- Manage the Orders Board to follow up on overdue customer invoices and update the Accounts Receivable (AR) tracking spreadsheet.
- Handle customer deposits, recording incoming ACH deposits, and ensuring correct recording of credit card payments.
- Utilize our own ERP software (Rover ERP) and systems (One Note, SharePoint, Avalara) to record and organize billing information.
- Coordinate with team members to process recurring and time-and-materials (T&M) invoices at the beginning of each month.

**Finance/Accounting Specialist:**

- Under the supervision of the CFO, enter and manage Accounts Payable (AP) invoices, ensuring they are saved and categorized appropriately in SharePoint.
- Reconcile bank and corporate credit card accounts daily/weekly/monthly and ensure accurate recording of all transactions.
- Process monthly employee expense reports (Currently utilize Emburse Certify platform); Ensure reimbursements are processed in a timely manner
- Prepare and run recurring journal entries ensuring compliance with financial policies.
- Assist in month-end close processes, including preparing financial workpapers and reports.
- Collaborate in monthly financial reviews with management team and handle related tasks such as sales tax approvals and expense management certification.
- Maintain and update financial records and ensure compliance with regulatory requirements.
- Prepare annual outgoing 1099 forms for approved vendors
- Assist CFO in interactions with CPA for annual financial review and tax returns
- Assist with processing payroll in ADP Workforce now as needed (as a back-up function).
- Assist with treasury/cash management – prepare AP for payment and assist CFO and/or COO with online ACH or wire payment preparation



**Required Skills and Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field.
- Proven experience a role with emphasis on billing, accounts receivable, accounts payable, and general ledger.
- Strong proficiency in financial software and Microsoft Office Suite, particularly Excel.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills for interacting with team members and management.
- Ability to work independently and manage multiple tasks effectively in a remote setting.
- Experience with financial reporting and month-end closing processes.
- Familiarity and practical application experience with GAAP accounting principles.

**Benefits:**

- Competitive salary (\$75K - \$90K annually) + bonus potential
  - Insurance benefits (premium shared) – Including PPO medical, dental, and vision care
  - Company-sponsored short-term and long-term disability insurance
  - Company-sponsored group term life insurance
  - 401(k) with company match

**Ready to apply?! Please submit a Cover Letter and Resume to [careers@zumasys.com](mailto:careers@zumasys.com). We thank you for your interest!**