



While the world throws up barriers, Zerv opens access to where you need to go. We connect you to places, technology, and most importantly, other people. And we make it controlled, effortless, and secure. Zerv was founded in 2018, but our driving idea of digitizing the physical world of security and access was born much earlier. The premise is simple: we already have all the tools, technology, and safeguards in place for responsive, empathetic access control. What's missing is a unifying translator to get them all to work together. We made Zerv to fill that gap. Since then, Zerv has been working within multiple industries, including 8 of the 10 largest asset managers in the world, to streamline access control, grow their market penetration, and increase ROI.

By opening doors, we create pathways for people to move forward, from granting access to nurturing career growth to facilitating connections and opportunities. We're rapidly growing and opening up career paths for talented individuals ready to transform the world.

Zerv is a place where people can be authentic and grow, find meaning and passion in work, and join an exciting company at its beginning.

About the Role:

Zerv is seeking a dynamic individual to become a member of our team as a **Part Time Senior Accountant** or full-service bookkeeper with experience managing the monthly accounting close process. We believe that work does not need to be done in a specific place to be executed successfully and our employees get to choose the work environment where they can be the most effective. To make this possible, we offer modern tools for you to stay connected and help build a collaborative team culture. What could be better than flexible hours (approximately 20 hours/week), good compensation and the ability to work remotely from home? Depending on the needs of the business, the role may grow to full time hours in 2022. When you work is up to you, as long as you generally make yourself available for communication during typical business hours.

This role reports to the Chief Financial Officer, and works closely with the Company's senior leadership team, helmed by a successful, passionate, adventurous and easy-going Nashville-based Founder and CEO.

Your Core Responsibilities:

- Manage the general ledger and post all journal entries
- Monthly financial statements and management reports
- Accounts Payable and Accounts Receivable administration
- Monthly bank and credit card reconciliations
- Reconcile ledger accounts including inventory and COGS
- Monthly close - GAAP compliant
- Monitor and enforce employee expense policies
- Support outside auditors, tax preparers, and valuation teams
- Local and state sales and use tax compliance
- Payroll tax compliance

You Have:

- Demonstrated that you are an analytical, strategic thinker with a proactive approach to problem-solving
- A desire to work collaboratively to foster a culture of teamwork, with a “roll up your sleeves” attitude
- Polished and professional communication skills, and naturally articulate
- Strong decision-making skills with the proven ability to multitask, prioritize, and manage time effectively in a rapidly changing entrepreneurial environment
- A positive and warm demeanor with a high energy, driven work ethic and looking for professional development
- Excellent judgment, with an ability to focus in on the right problems, uncover the right solutions, and bring clarity to situations with a great deal of ambiguity
- Excellent written and verbal communication skills, especially as they relate to accounting related subjects
- Demonstrated that you are a highly resourceful team-player, while also being extremely effective and successful while working independently.
- A high attention-to-detail, meaning that your work is accurate and you can stand behind your numbers and insights
- Strong understanding of GAAP and accrual-based accounting
- Full cycle accounting experience
- Proficiency in QuickBooks Online
- Proficiency in Microsoft Office 365, especially Excel
- 4-10 years of accounting/bookkeeping experience
- Degree in Accounting or related field

Preference That You Have:

- An active CPA license
- Experience with Gusto, Bill.com, Salesforce, Avalara and NetSuite
- Proficiency in Microsoft Teams, OneDrive, SharePoint
- SaaS and start-up experience

Compensation:

- \$40.00 or more per hour depending on experience

Zerv welcomes everyone. We value diversity, equity and inclusion and are building a team that represents a variety of backgrounds, perspectives and skills. We believe every member of our team enriches the organization by broadening our ways of problem-solving current and future challenges. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or any other applicable legally protected characteristics.