

SiteLock Needs An Accounting Coordinator

SiteLock is the Global Leader in business website security and is the **only** web security solution to offer complete, cloud-based website protection. We find and fix threats, prevent future attacks, accelerate website performance and meet PCI compliance standards for businesses of all sizes (basically like Batman if Gotham City was the internet). Our mission is to protect every website on the internet (yes, we know that's a colossal goal, but we are THAT good), that's why we need talented people like yourself to join our ever-growing team!

That's Nice, But What's The Job?

As an Accounting Coordinator, you will provide broad spectrum accounting support for a fast-growing, private equity owned, tech start-up, to include billing, driving GAAP compliance, and monthly closing/reporting activities. We are looking for an individual with an accounting background to perform various day-to-day accounts receivable and accounts payable functions. Assist with other accounting functions as needed. The ideal candidate is highly motivated to learn and grow within a fast-paced organization. The position reports to the Senior Accountant. In addition:

- Perform account receivable functions such as daily cash and bank activity report
- Process incoming accounts payable invoices and ensure proper coding
- Assist accounting team with expense report processing
- Assist with billing process such as invoice creation, chargeback support
- Process incoming payments according to policies and procedures
- Provide support to the accounting team as needed

What Are We Looking For?

- 2-3 year general accounting experience
- Strong proficiency in Microsoft Excel
- Detail oriented
- Strong organizational skills and have the ability to manage time and resources effectively
- Demonstrate ability to communicate effectively both orally and in writing

Nice To Haves

- Excel proficient; Financial systems experience highly preferred; experience with SAGE INTACCT and Paycom a strong plus.
- Bachelor's degree, focus in Finance, Accounting, or other business field preferred

Anything else? Absolutely.

SiteLock was recently awarded the Best of Cool award for our great culture by BestCompaniesAZ and are one of the Best Places to Work as awarded by Arizona Business Journal. Essentially, we offer a relaxed, friendly, fun and upbeat environment since we work here too! SiteLock is also the Fastest Growing

Software Company in Arizona two years in a row per Deloitte's Fast 500, and we aren't slowing down anytime soon!

So What About The Perks? Perks Matter.

- **Medical, Dental and Vision.** SiteLock pays a nice chunk of your premiums to keep the cost as low as possible for our employees.
- **15 days of PTO and 7 paid Holidays.** Because who doesn't love time off?
- **Benefits like 401(k), company paid life insurance, short and long-term disability.**
- **Casual Dress.** Come dressed in jeans (you'll fit right in with the rest of us).
- **Free Food.** Yeah, you heard that right! To make Mondays feel less like Monday, breakfast is provided and to make Fridays even better, lunch is catered in.
- **Game Room.** Gimme a break – no, not a Kit Kat ad but we do have a ping-pong table, shuffle board and PlayStation if you ever need a break in your day.
- **Wellness Program.** We want our employees to be the best versions of themselves. That's why we offer a Wellness Program that includes an in-house Fitness coach, back massages, allergy testing, biometric screenings and much more!
- **Growth opportunities.** When we grow... our people grow! Our plan is to double in size by 2021. In order to do that, we need to develop our team members and foster their knowledge in cyber security and business.