






The SLC Group
Profit with Purpose



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Our growing small business is looking for a **Finance Team Captain** to lead the charge on client delivery!

About us: We are a Profit First bookkeeping and coaching firm with a passion for making a positive difference in the world. We believe businesses have a responsibility to make the world a better place for everyone, and we've made it our mission to support companies that are doing just that. We aim to build lasting relationships with our clients, empowering them with accurate data *and* the skills and systems they need to make the most of it.

One of our guiding principles is "Do Good Work," and our new Finance Team Captain will be the day-to-day support for our clients, providing the detailed care and consistency we're known for.

About you: You are looking for a flexible, work-from-home, part-time position, and you're looking to grow with our company for the long-term!! You're comfortable managing people and excited to transition to a training and project management role as our client load outgrows your capacity to do it alone.

Some of the qualities we're looking for include:

- **Seriously detail-oriented.** We cannot stress this enough! This position requires thoroughness and the ability to catch mistakes and inconsistencies **yourself**.
- **Tech savvy.** We use/test/learn/train on a wide variety of softwares and integrations, both internally and with clients. You must be quick and comfortable with using and learning new software.
- **Excellent communication skills.** What sets us apart from other firms is that we prioritize relationships and education. We need our Finance Team Captain to be personable, professional, and skilled at explaining concepts so our clients understand.
- **Self-motivated.** We're growing quickly, and everyone on the team wears a lot of hats! That means each of us needs to be *excellent* at generating our own roles. There is a ton of room to create the position you want for yourself here, but it will require you to fully own the work you're doing!
- **Positive, upbeat mindset.** We are a team of passionate, caring people who believe in the work we do! While not every day can be sunshine and rainbows, we support each other, make the most of challenges, and find reasons to "embrace the suck".

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Position Specifics:

Starting out, you will work 10-15 hours per week. We anticipate this position will grow to 20-25 hours per week by mid-2024. You will have the option to remain part-time or work towards full-time. In either case, we'll eventually be working to build out a team of bookkeepers who report directly to you for training and troubleshooting.

The types of projects you'll be working on include:

- Weekly bank feed reconciliations
- Some client AR/AP management
- QBO and Xero cleanups and catch-ups
- QBO to Xero software conversions
- Managing Chart of Accounts changes when we onboard new clients
- Creating custom report templates in Xero
- Helping clients integrate third party apps with Xero
- Running Profit Assessments using our licensed software
- Setting up new customers in firm CRM and billing accounts
- Creating training videos and step-by-step SOP's for team and clients
- Compiling weekly updates and presenting at our weekly team meetings
- And more...

You **MUST** be comfortable with:

- Using or learning [Xero accounting software](#). We are a Xero-based firm, and this is the primary system you will use.
- Using or learning project management software (we're currently using [Financial Cents](#)) to manage workflows, document steps, and communicate with clients.
- General bookkeeping expertise, including how to review and correct Balance Sheet accounts!

We would **STRONGLY** prefer skills in these areas:

- Doing cleanups in Quickbooks Online. Usually these are just one-off projects or pre-work needed before clients convert to Xero.
- General payroll knowledge, including payroll taxes and filings.
- Performing general end-of-year tasks such as preparing 1099's and making adjusting journal entries.

To apply:

If after reading this description thoroughly, you are certain you'd be a good fit for the position, please email us a resume and introduction to stacey@theslccgroup.co. You **MUST** include the phrase "Pick Me!" in the subject line! Again on the importance of details, **we will filter out all applications that do not contain this phrase!**

In the email, please also let us know when you are available to start and what you require per hour. Please note, the budget for this position is between \$18-25 per hour depending on experience. If you require more than this, please consider applying for a different position in the future as we will not be able to negotiate higher at this time.