



JOB DESCRIPTION: Staff Accounting Specialist/Staff Accountant

*This position may either be a contractor position or a part-time employee position, to be determined by the company, with the possibility of becoming a full-time position sometime in Q1 2025.

Reports to (if employee)/Principal Contact (if contractor): Director of Finance

Location: Remote**

*** With preference given to the following geographical regions: ,
Raleigh-Durham-Chapel Hill (NC), Houston, TX*

Overview. *Headquartered in Santa Barbara, California, Anchore is an all remote company with our team of Anchorenavts hailing from all over the United States, the United Kingdom and Europe.*

Guided by our core values of openness, ownership and respect, we're passionate about protecting software supply chains by making it easier for developers and security teams to deliver secure cloud-native software. Together, we've built a platform and open source tools that help organizations secure the software they build without compromising velocity.

Join us in forging the future of software security. We're in search of driven and innovative professionals looking to push the limits of technology.

What you can expect to do be doing (job responsibilities)

Hours per week anticipated – 10-20 hours.

- Assist in preparing month-close workpapers including recording cash activity, monthly accruals, amortization of prepaid expenses, fixed assets depreciation, and various account reconciliations
- Support and assist with all aspects of the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, payroll processing, and treasury

- Monitor accounts payable inbox and maintain updated record keeping of receipts, invoices, and order forms for vendor charges
- Review employee expense reports to ensure proper accounts and adequate support are provided, following up as necessary to obtain missing/inadequate information
- Update and maintain various tax and expense trackers
- Other accounting-related operational tasks and projects as needed
- Perform ad hoc analysis and projects as requested

What you'll need to bring (minimum requirements)

- Bachelor's degree in Accounting, Finance or Business
- 2+ years of progressive accounting or experience in a finance department
- Proficient in Microsoft Excel (mid to advanced excel skills such as pivot tables, Vlookups, etc.)
- Basic to intermediate skills with ERP systems (Quickbooks preferred), familiarity with other ancillary accounting and business operations tools (Bill.com, Expensify, etc.)
- Ability to work cross-functionally with multiple departments
- Excellent verbal and written communication abilities across all levels of an organization
- Self-starter/ownership mentality. Has the ability to work in a hands-on environment and work well independently
- Punctual and reliable with a strong work ethic
- Strong analytical and organizational skills, with demonstrated ability to organize, prioritize and meet multiple deadlines

What we'd love to see (preferred qualifications)

- Experience with accounting methodologies for the sale of software and support services (on prem, SaaS, via subscription or otherwise, etc.)

At Anchore, you can expect a challenging role within one of the fastest-growing startups in the hottest space in today's technology market. We are well-funded with a strong customer base. We offer very competitive salaries, industry-standard benefits (e.g. medical/dental/vision care, flexible vacation, etc), and stock-option grants.

As an Equal Opportunity Employer, we do not discriminate on the basis of color, national origin, religion, gender, age, veteran status, sexual orientation, marital status or disability.

Anchore reserves the right to conduct a background check on applicants after a conditional offer is made.