



SIX DEGREES

8040 East Gelding Drive
Scottsdale, AZ 85260

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six-degrees.com

TITLE: **Accountant**

TYPE OF POSITION: Full time • LOCATION: Scottsdale, AZ

JOB DESCRIPTION & REQUIREMENTS

Sensory branding agency in Scottsdale, Arizona, with impressive Fortune 500 client list, is looking to hire an experienced Accountant. The company works across many sectors, but specializes in the pharmaceutical, healthcare and hospitality industries.

Applicants must have strong analytical skills and the ability to work well with many departments within the company.

Responsibilities:

- A/P functions
- Tracking employee receipts, timesheets and reconciling expense reports
- Work with account teams to invoice clients based off of hourly/cost reports
- Maintaining organized files in an already established filing system
- Utilizing clear communication both over the telephone and in-person to clarify AP issues
- Assist in the coordination of building maintenance and office management requests
- Setting up new vendors with appropriate tax documentation and contracts
- Analyze costs, invoices and software data for accuracy and make corrections as needed
- Other finance related special projects
- Backing up reception and running company errands as needed

Qualifications:

- Strong accounting/bookkeeping knowledge and strong Excel skills
- Ability to effectively multitask and work under pressure
- Experience in general office management
- Confidence in enforcing company policies
- Natural use of tact and maturity with confidential information
- Enthusiasm to work both independently and as part of a team
- Willingness to work overtime as needed

Additional experience with phone systems, PowerPoint, QuickBooks, and Clients&Profits software is preferable. We are seeking a professional, articulate, team-oriented person to join our creative, fast-paced, rewarding environment.

ABOUT SIX DEGREES

Located in the heart of the Scottsdale Airpark, Six Degrees was purpose-built in 1999 to apply a better approach in building more successful brands. Combining psychology-based tools and techniques with sensory branding methods, Six Degrees developed its signature approach to helping businesses create real and lasting impacts for their brands. "Psycho-Sensory Brand-Building," our one-of-a-kind approach and philosophy, permeates the agency and inspires our people to find solutions for some of today's fastest moving brands.

Six Degrees has a unique and creative work environment, provides excellent benefits, and growth opportunities. No relocation package is available. If you meet all of these requirements, please apply for this job by sending your resume to HR@6dgs.com or fax to (480) 627-9851. No phone calls, please.