



## **Accounting Associate**

Washington D.C. Area (Vienna, VA)

### **POSITION OVERVIEW**

A rapidly growing, entrepreneurial technology company, Alarm.com is seeking an Accounting Associate to join its accounting and finance team. The Accounting Associate will have a broad range of responsibilities including processing of Purchase Orders and Accounts Payable, account reconciliations, and communicating directly with the Company's customers and vendors. The position will report directly to the Finance Manager. This is a terrific opportunity to start your finance and accounting career with a highly successful and innovative technology company.

### **RESPONSIBILITIES**

The Accounting Associate's primary job responsibilities include:

- Processing the company's accounts payable and purchase orders
- Processing employee expense reports
- Interacting directly with the company's customers to answer billing questions and resolve billing issues
- Assisting the Finance Manager and CFO in collecting past due receivables
- Interacting directly with the company's vendors to resolve invoicing issues
- Ensuring that the company's procurement and payment policies are followed
- Designing and implementing policies and processes for the continual improvement of internal control and operating efficiencies
- Making General Ledger account reconciliations

### **REQUIREMENTS**

- A four year degree in accounting, finance, or a related field
- The ability to communicate with customers and vendors via email and verbally in a clear and professional manner
- A self starter who is able to operate independently and is customer service oriented
- Experience with Microsoft Dynamics (or a similar General Ledger system) is strongly preferred
- A successful candidate must be able to demonstrate strong mathematical and quantitative skills
- Strong computer skills including above average Excel capabilities
- The ability to process a large volume of transactions in a timely manner with a high degree of accuracy
- The ability and commitment to meet deadlines even during high volume periods
- Team player with a positive attitude and high degree of flexibility

### **COMPANY INFO**

Alarm.com, founded in 2000, is the industry leading technology provider of interactive security solutions. Through advanced wireless monitoring, mobile and web-based services, and a proven hosted services platform, Alarm.com helps protect hundreds of thousands of residential and commercial customers throughout the United States and Canada. Alarm.com's products and services are offered



exclusively through a network of over 2,500 licensed and authorized Security Dealers. Alarm.com's headquarters is located in Vienna, VA. For more information, visit [www.alarm.com](http://www.alarm.com).

Alarm.com is an Equal Opportunity Employer

**TO APPLY:** Please email cover letter and resume to  
[OPSCAREERS@ALARM.COM](mailto:OPSCAREERS@ALARM.COM)