



Accounting Assistant—Entry Level

Position Overview

Looking to gain real world business experience with an entrepreneurial firm? Look no further than Segue Partners, located in Webster Groves. We are currently seeking energetic, motivated, “I’m ready to start my career” candidates to immediately join our team.

Segue Partners is a rapidly growing specialty accounting firm that provides comprehensive, integrated financial consulting and accounting solutions primarily for **venture capital funds** and **start-ups**. We work remotely in a collaborative manner, partnering with our clients in a variety of ways to help them grow and succeed.

Our vibrant, creative team, who is passionate about client service, is able to work with a wide range of clients and work in a niche industry unlike any other.

Responsibilities

- Process batch Accounts Payable and cut checks to vendors
- Reconcile bank accounts in a timely manner
- Upload invoices to our project management software
- Generate and maintain accurate filing of accounting documents and electronic records
- Handle paperwork, maintain contracts, proposals on file, and other related documents for all clients
- Provide support for the accounting team
- Any additional duties as assigned

Qualifications

- Associate’s Degree required, Bachelor’s Degree a plus
- Seeking further education in a business-related field, with an interest in Accounting
- Accounts receivable, accounts payable, and data entry processes experience, a plus
- Proactive team player with a strong work ethic and excellent communication skills
- Ability to work in a fast-paced environment
- Proven organizational and problem solving abilities, as well as meticulous attention to detail
- Experience with all Microsoft Office programs (especially Excel, Word, and PowerPoint)
- Experience with QuickBooks is a plus

How to Apply:

Send resume and a letter explaining how you would be an attribute to the Segue team to AlisonR@SeguePartners.com and type “Accounting Clerk” in the subject line.