



Accounting Assistant

Location

Las Vegas, NV

Compensation

Part-time and full time opportunities based on performance. Compensation based on qualifications, ranging from \$10 to \$12 hourly.

Job Summary

Madrivo is an online media firm that is taking the affiliate marketing and lead generation space by storm. Our company offers unparalleled value to advertisers and publishers in terms of infrastructure, technology, and the sheer volume of media and optimization algorithms. This unique combination of attributes has led to explosive growth, earning us a spot in Inc. 5000's list of the fastest growing companies in America. We are also ranked one of the Top 5 Best CPA Networks worldwide, and the "Best 100 Companies to work for in the US" so we are seeking qualified candidates who will fit into our high-performing, achievement-based culture. Ideal applicants are highly motivated, young professionals, who are determined to excel in a fast-paced, competitive work environment.

We are looking for people who are natural self-starters, hungry for knowledge, and committed to achieving their goals. Being reliable, organized, and able to manage a demanding work load are secondary to the creative, strategic and resourceful aptitude required for this role. We want motivated candidates willing to do what it takes to assist in a variety of accounting tasks.

As an accounting assistant, your ultimate goal will be to support the accounting and reconciliation teams, in accounts payables and receivables, credit analysis research, and other tasks as needed. The accounting assistant will work closely with our expert accounting and reconciliation teams and, for the right candidate, this position presents a great potential for career growth based on individual initiative and achievement. Madrivo is committed to promoting from within whenever possible.

 madrivo.com
 office@madrivo.com

 1-855-MADRIVO
 702-920-8175

Madrivo Media LLC
3889 S Eastern Ave
Las Vegas, NV 89169



Accounting Assistant

Key Qualifications

- Strong knowledge of basic accounting, Microsoft Office Suite (specifically Excel), QuickBooks Online accounting software, and basic computer operating skills
- Highly motivated, capable of meeting and exceeding pre-defined deadlines and goals
- Proactive, personable, and detail-oriented
- Strong problem solving skills
- Positive attitude with desire to learn and grow, both professionally and personally

This is a part-time position. A bachelor's degree in Accounting is preferred but not required. Applicants must have computer skills, reliable transportation, good personal hygiene, and a professional appearance to be considered.

To apply send a cover letter and resume to accountingcareers@madrivo.com

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