



Realtime Agency – Denver/DC/Remote – Staff Accountant

Who are Realtime Agency

We are a next-generation digital performance media agency. With advancing programmatic technology we now have the ability to optimize the customer journey all the way from initial TV buy through to online purchase. We help businesses transform their digital buying processes to drive cost efficiency and significant growth by providing a new age full funnel media solution.

At the forefront of digital advertising we plan and execute media across audio, search, social, mobile, programmatic (Addressable TV, CTV, DOOH), native, display, SMS and email. Whether the campaign objective is driving brand awareness, lead generation or new customer sales we pride ourselves in being the best at what we do to help our clients succeed, no matter how big or small the goal.

In just 2.5 years, working with the largest brands in the world, Realtime Agency has grown its managed media spend from 30 million in 2020 to 100 million in 2021. Our growth is organic and down to significantly outperforming our client goals through performance and brand expertise. We continue to evolve in order to align with the trends and maintain our status as a front running full-funnel media agency.

Founded only in 2017, Realtime Agency Group has grown rapidly from 2 people in 2018 to 60 people in 2020! With many new clients on the horizon this is an exciting time to join us on our ambitious journey.

Staff Accountant responsibilities:

The main purpose of this role is to perform a variety of accounting activities in accordance with accounting principles and standards to maintain the organization's financial resources, and ensure that it complies with all relevant regulations, laws, and reporting requirements. Responsibilities will carry a broad base of accounting activities to include general ledger, A/R and A/P functionality, financial reporting, journal entry preparation, and account reconciliations. Specific duties will include:

- Maintain the accounting and cash activities of the organization, including payables, receivables, billings, and G/L accounting.
- Monitor, reconcile, and maintain documentation for vendor accounts, and process payments as needed.
- Import, classify, validate, and post bank and credit card transactions.



- Maintain/track intercompany transactions with related parties.
- Prepare journal entries, analyses, account reconciliations, and assist with monthly close processes.
- Identify, research, and resolve reconciling items in a timely manner.
- Interface with other departments to reconcile and verify transaction data and resolve issues.
- Interact and coordinate with customers, vendors, and operations team as needed.
- Track, monitor, and support timely collection of outstanding A/R.

Qualifications:

- BS degree in Accounting, Finance, or a related field.
- 4+ years of accounting experience.
- Working knowledge of GAAP.
- 2+ years of experience with Quickbooks
- Strong problem-solving skills to research and resolve inquiries and respond in a timely manner.
- Highly organized and detail oriented.

What we can offer you:

- Exposure to a start-up environment and high profile clients.
- Bespoke 1-2-1 training across multiple platforms.
- Fast progression routes as the company continues to rapidly grow.
- An Excellent Bonus scheme!
- The opportunity to one day build and lead your own team.
- A constantly challenging role.
- A fun, friendly working environment!