



Accounting/Compliance Associate Job Description

Job Summary:

The Accounting/Compliance Associate position provides high quality support to RWM's internal operations team by working closely with Chief Operating and Compliance Officer to maintain the internal financial and firm compliance for Rockwood Wealth Management.

Job Accountability:

The Accounting/Compliance Associate reports to the Chief Operating and Compliance Officer.

Duties and Responsibilities:

- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Experience with general ledger functions and the month-end/year-end close process.
- Developing and overseeing control systems to prevent or deal with violations of legal guidelines and internal policies.
- Perform quarterly billing, invoicing and audits.
- Evaluating the efficiency of controls and improving them continuously.
- Revising procedures, reports etc. periodically to identify hidden risks or non-conformity issues.
- Reviewing the work of colleagues when necessary to identify compliance issues and providing advice or training.
- Keeping a right of regulatory developments within or outside of the company as well as evolving best practices in compliance control.
- Preparing reports for senior management and external regulatory bodies as appropriate.

Specific Skills:

- Bachelor's degree in accounting, finance, or related field or equivalent work experience.
- Proficiency in Excel and Quickbooks.
- Accuracy and attention to detail.
- Aptitude for numbers and quantitative skills.

It would be great if you had:

- 1-3 years' experience working in the accounting related field.
- Understanding of industry compliance fundamentals.
- Experience working in myRIA.

Personal Qualities:

- Detail-oriented with a high degree of accuracy in your work product.
- Able to maintain strict confidentiality.
- Able to effectively interact with coworkers at all levels.
- Able to adjust priorities among a variety of tasks and an occasionally heavy volume of tasks.
- Comfortable with multi-tasking.
- Critical thinker and problem solver.

- Exhibit professionalism and composure in stressful situations and in meeting short deadlines.

Salary and Benefits Information:

- Company covered employee medical and dental benefits.
- 401(k) plan with safe harbor matching employer contribution and discretionary profit-sharing plan.
- Employer sponsored health insurance and STD/LTD.
- PTO and Paid Holidays
- Hybrid/location flexible work environment: 3-1-1.
- Membership to local gym