

**Role:** Staff Accountant

**Reports To:** Financial Controller

## The Specialized Marketing Group, Inc.

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- **Who we are:** The Specialized Marketing Group, Inc. (TSMGI) – a global sports marketing agency specializing in sports, events, and promotional campaigns that bring brands to life.
- **What we do:** We create innovative programs that grab attention, spark conversations, and help brands stand out in a big way.
- **Our approach:** We offer the best of both worlds – the personalized attention of a small business combined with the big ideas and capabilities of a larger agency.
- **Founded:** Since 2000, we've been working with some of the biggest names, including Fortune 500 companies and market leaders.
- **Recognition:** Proud to be named a "Top 200" agency by Chief Marketer Magazine every year since 2008.
- **Where we're located:** Our main office is in Deerfield, IL, just north of Chicago, with teams in Milwaukee, WI; Lexington, KY; Charlotte, NC; Denver, CO; and Madrid, Spain.
- **Stay connected:** Follow us on Instagram, Twitter, and LinkedIn @TSMGI.
- **Want to learn more?** Visit us at [www.TSMGI.com](http://www.TSMGI.com).

## The Staff Accountant Role

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We're looking for a Staff Accountant to join our team and support various aspects of the Accounting Department, including accounts receivable (AR), accounts payable (AP), account reconciliations, month-end closing, and financial reporting. You'll work closely with the Controller to help us meet our goals and drive success within the department and TSMGI.

### Why you'll love this role:

- **New and exciting opportunity:** Be part of a newly created role at a fast-growing global sports marketing agency with plenty of room for growth.
- **Career development:** We believe in promoting from within, making this a great place to grow your career.
- **Unique industry:** Work in a dynamic business that combines marketing, sports, experiential events, and promotions.
- **Collaborative team:** Join a close-knit team that thrives on camaraderie and teamwork.
- **Great culture:** Enjoy being part of a company with long employee tenure, a strong sense of belonging, and delivering great work for our clients.
- **Work-life balance:** Benefit from a hybrid work schedule that offers flexibility for a better work-life balance.
- **Comprehensive benefits:** We offer great benefits like medical, dental, vision, life insurance, a 401k / Simple IRA, PTO, and more!

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## Key Responsibilities

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### What you'll do as a Staff Accountant:

- **Support month-end, quarter-end, and year-end closings:** Play a key role in preparing financial data to ensure smooth and accurate accounting cycles.
- **Own the invoicing process:** Take charge of issuing client invoices daily and ensure everything runs like clockwork.
- **Collaborate on collections:** Assist the Controller with weekly collections, helping to keep accounts in good standing.
- **Manage vendor invoices:** Collect, code, and enter vendor invoices into the accounting system on a daily basis.
- **Assist with special projects:** Work with the Controller on special invoicing projects and help keep budgets up to date.
- **Help shape the future of accounting:** Contribute to developing policies and procedures that strengthen our department and TSMGI.
- **Reconcile accounts:** Assist with reconciling General Ledger accounts and ensure accuracy across the board.
- **Contribute to analysis and reporting:** Prepare additional reports and support special projects and financial analysis as needed.

This role has plenty of variety and opportunities to grow! You'll work closely with the Controller and other senior leaders, gain valuable experience, and be part of a dynamic working across Sports Marketing, Promotions, and Events.

### What We're Looking For:

- **Bachelor's degree** in Accounting, Finance, or a related field, with at least 1 year of accounting experience (preferred).
- **Solid understanding of accounting:** Familiar with key concepts, practices, and procedures in accounting.
- **Detail-oriented and organized:** You have a sharp eye for details, strong organizational skills, and can solve problems efficiently.
- **Great communicator and team player:** Strong verbal and written communication skills, with the ability to collaborate effectively.
- **Thrives in a fast-paced environment:** Comfortable working under deadlines and handling confidential data with care.
- **Excel expertise:** Advanced proficiency in Microsoft Excel (pivot tables, VLookups, advanced formulas, etc.).
- **Bonus points:** Experience with NetSuite is a plus!

We're looking for someone who can hit the ground running, stay organized, and work well in a dynamic environment. If this sounds like you, we'd love to hear from you.

### Key Deliverables for the Staff Accountant:

- **Timely and accurate financial reporting:** Ensure all financial materials are prepared on time and with precision.
- **Keep financial records up to date:** Maintain accurate, up-to-date records that support smooth operations.
- **Solve problems quickly and efficiently:** Tackle any financial challenges that arise with a solutions-focused mindset.
- **Responsive accounting support:** Provide timely and reliable accounting administration that keeps things running smoothly.
- **Optimize department efficiency:** Help develop and implement policies that improve the accuracy and efficiency of our accounting processes across TSMGI.
- **Contribute to a positive, values-driven culture:** Be an active, engaged member of a team that values collaboration, integrity, and a supportive environment.

You'll play a key role in keeping our accounting operations running smoothly and contributing to a positive, values-driven work culture.

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## Key Contacts and Work-Partners

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**Internal Team:** You'll collaborate closely with a variety of departments, including Sports & Event Marketing, Promotions, Creative Services, General Management, Purchasing, Warehouse/Operations, and IT.

**External Partners:**

- **Clients:** Work with teams in marketing, promotions events, leadership and accounting to ensure smooth financial processes.
- **Vendors:** Coordinate with vendors across sales, promotions and accounting to handle invoicing and payments efficiently.

## How to Apply

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- **Ready to join our team?** Send your resume, cover letter, and references to [jobs@tsmgi.com](mailto:jobs@tsmgi.com). We can't wait to hear from you!