



**CANNA
ADVISORS®**
BUILDING THE INDUSTRY

STAFF ACCOUNTANT

Canna Advisors is committed to seeing our clients succeed. Helping new businesses launch and established businesses grow, we're the premier investing, advocacy, and mentoring partner in the cannabis industry. We help cannabis entrepreneurs win business licenses, optimize facility design, standardize operations, and maximize business development. No matter the task, we are passionate about making cannabis the next great American industry.

We have an immediate need for a staff accountant to join our dynamic organization and amazing team. This role will be focused on the day-to-day finances of the Company as they relate to revenue collection and the Company's payables and receivables. The ideal candidate will also have experience with financial modeling to assist us internally as well as with client requests.

What you'll be doing

- Recording revenue
- Preparing accounts payable invoices, generate checks, and maintain AP files
- Preparing monthly managerial financial statements
- Preparing weekly and monthly operational statistics
- Recording payroll detail, generating YE tax documents as needed
- Assisting in the YE Budget process
- Assisting in the YE Audit process
- Assisting in the creation/revision of financial models
- Interacting with clients during each project

What's needed in this role

- Minimum of 3 years of accrual-based accounting, GL and bookkeeping experience
- Accounting Degree a plus
- Advanced skills in Microsoft Office Suite, especially Excel
- Proficiency with accounting management software (**QuickBooks Desktop preferred**)
- Ability to effectively work within various software programs in collaboration with other departments, including Expensify, Zoho, Dropbox, GSuite
- Excellent oral and written communications skills

What will set you apart from others

- B.S. in Accounting or other relevant degrees
- Experience maintaining multiple sets of books/lines of business
- Experience with financial modeling

- Experience in the cannabis (or another highly regulated) industry
- The ability to continuously impress us with your impeccable attention to detail and follow-through
- The skills to self-start and identify what needs to be done without prompting

Salary range

\$55,000 - \$72,5000, commensurate with experience.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Canna Advisors is an Equal Opportunity Employer. Canna Advisors does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.