



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion, and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: Operations Accountant

In this role, you will play a key part in the accounting department of a fast-paced, high-growth startup; As such, you should be a person who has a strong work ethic, excellent written and verbal communication skills, and is passionate about helping small businesses.

Responsibilities:

- Process client payments and remediate issues through internal collaboration.
- Manage/reconcile cash accounts related to client payments, partner transactions, and internal testing.
- Work closely with departments such as operations, engineering, and account management to review client inquiries and product requests.
- Identify process improvements and document process workflows for communication between internal teams.
- Address and resolve client's accounting related inquiries in a timely and accurate manner.
- Assist GL Accounting team as needed.
- Ad-hoc reporting and data projects as assigned.

Required Experience/Skills:

- Bachelor's in Accounting or Finance.
- 2-5 years of accounting experience.
- Previous experience in an accounting support role a plus.
- Experience with Microsoft Excel and overall very technically savvy.
- Ability to work well independently and be self-motivated.
- Strong communication skills, personable and outgoing, ability to build strong relationships.

Our Values:

- Teamwork
- Sense of Urgency
- Integrity/Ethics
- Accountability



Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Operations Accountant" as the subject. To learn more about us, visit www.autobooks.co.