



Staff Accountant

Company: LASSO

Team: Finance & Accounting

Reports to: Senior Finance Manager

Location: Nashville, TN | Hybrid/Remote options available

About LASSO

LASSO is the all-in-one platform where event companies work. We provide project management, inventory management, and workforce management software that helps event companies with:

- Growing revenue
- Streamlining operations
- Controlling costs
- Minimizing risk
- Real-time insights
- Attracting AV talent
- Producing events

Our mission is to inspire change for forward-thinking companies in the event and entertainment industry by bringing transformative solutions to the people that make exceptional performances happen.

Our customers produce events like the Super Bowl, The Oscars, The Grammys, NFL/MLB, Dreamforce, CMA's, etc.

LASSO is proud to have been recognized as a Best & Brightest Company to Work For for the past seven consecutive years (2018-2024). We were also named one of Inc. 5000's fastest growing companies in 2022 (#1155 overall and #146 in technology) and are honored to be featured in Inc.'s prestigious Best Workplaces list for four years in a row!

About the Role

We are seeking a motivated and detail-oriented Accountant with 1–3 years of experience to join our growing finance team. This role is ideal for someone looking to expand their accounting knowledge in a dynamic and collaborative environment. The ideal candidate will be responsible for handling a variety of accounting tasks including accounts receivable (AR), accounts payable (AP), billing, employee expense management, customer collections, and supporting the month-end close process.

Responsibilities

- Accounts Receivable (AR):
 - Prepare and post customer invoices in a timely manner
 - Reconcile incoming payments and resolve discrepancies
 - Maintain accurate records of all AR transactions
- Accounts Payable (AP):
 - Review and process vendor invoices, expense reports, and payment requests
 - Ensure timely payments and maintain AP aging reports
 - Reconcile vendor accounts and respond to inquiries
- Billing:
 - Generate and distribute recurring and ad-hoc customer invoices
 - Coordinate with internal teams to ensure billing accuracy
 - Address customer billing questions and adjustments
- Employee Expense Management:
 - Review and process employee expense reports for accuracy and compliance
 - Ensure proper documentation and approval of business expenses
 - Reimburse employees in a timely manner and allocate expenses to correct accounts
 - Monitor adherence to the company's expense policy and flag discrepancies
- Customer Collections:
 - Monitor aging reports and follow up on overdue balances
 - Communicate with customers to resolve outstanding issues
 - Maintain strong customer relationships while ensuring timely collections
- Month-End Close:
 - Assist with journal entries, accruals, and reconciliations
 - Support preparation of financial statements and reports
 - Ensure deadlines are met with accuracy and completeness

What Will Make You Successful

→ **Essential qualifications**

- Bachelor's degree in Accounting, Finance, or a related field
- 1-3 years of relevant accounting experience
- Proficiency in accounting software (e.g., QuickBooks, NetSuite, SAP) and Excel

→ **Preferred qualifications**

- Experience in a tech, SaaS, or high-growth environment
- Familiarity with GAAP and month-end close procedures
- Prior experience with collections and employee expense systems (e.g., Expensify, Concur, Divvy)

→ **Mindset**

- Strong attention to detail and organizational skills
- Excellent communication and interpersonal abilities
- Ability to manage multiple tasks and deadlines

We look for individuals that align to our core values: Believe the Best, Act with Purpose, Champion Success, Think Like an Owner, Be a Trailblazer, Saddle up.

Benefits

- + Hybrid work environment
- + Competitive salary
- + Health, Dental, Vision, STD/LTD coverage, starting Day 1
- + 401k match
- + Educational Assistance
- + Professional Development stipend
- + Flexible PTO
- + Technology tools to do your best work
- + Awesome co-workers

Come join us and apply now!

<https://forms.monday.com/forms/9abf67e5b155c48acf59113011617ff6?r=use1>

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of you. Duties, responsibilities, and activities may change, or new ones may be assigned, at any time.