



Bookkeeper

Hollywood, CA (Hybrid)

Reports To Fractional CFO and Co-CEOs

Company Overview

AveNew Solutions is a Hollywood-based technology startup expanding its financial technologies (FinTech) and engagement tools globally. We're looking for a highly organized, detail-oriented Bookkeeper to manage the company's daily financial operations, including accounts payable and receivable, cash flow tracking, and support for cross-border remittance activity.

Position Summary

This full-time, hybrid position is responsible for maintaining accurate financial records, managing AP/AR processes, tracking cash flow, and coordinating international wire transfers. Reporting to the fractional CFO and Co-CEOs, the Bookkeeper will play a key role in supporting smooth and transparent financial operations. As the business grows, the Bookkeeper will also have the opportunity to hire clerical support for data entry and administrative tasks.

Key Responsibilities

1. Bookkeeping & General Accounting

- Maintain accurate financial records and the general ledger for multiple companies and accounts
- Record and categorize daily transactions
- Reconcile bank accounts, credit cards, and vendor statements
- Prepare internal financial summaries and reports

2. Accounts Payable & Receivable

- Issue and track client invoices, monitor payments, and follow up on outstanding balances
- Process vendor bills and ensure timely payment
- Maintain up-to-date AP/AR reports and resolve discrepancies as needed
- Work with leadership to ensure proper cash management tied to AR/AP schedules

3. Cash Flow Tracking & Distributions

- Monitor and report on company cash flow, including daily, weekly, and monthly summaries
- Coordinate internal fund transfers and owner distributions
- Ensure liquidity is sufficient for operational needs
- Track timing of major inflows and outflows for planning purposes

4. Cross-Border Wire Transfers & Remittance Support

- Record and reconcile international wire transfers and remittance transactions
- Document transfer details, including exchange rates, fees, and purposes
- Coordinate with external wire transfer service providers to ensure timely and accurate transactions
- Track and report on any currency conversion impacts

5. Compliance Support & Financial Coordination

- Maintain clear records for audit and compliance purposes
- Coordinate with external accountants, legal counsel, and tax advisors as needed
- Support annual tax filing and financial review processes

6. Systems & Administrative Support

- Use accounting software (e.g., QuickBooks, Xero) and Excel to manage day-to-day operations
- Keep financial files organized and up to date
- Oversee and support part-time data entry help as needed

Qualifications

Required:

- 5+ years of experience in bookkeeping or small business accounting
- Strong understanding of AP/AR processes and cash flow tracking
- Experience with international wire transfers or remittance transactions
- Proficiency with accounting software and spreadsheets
- Detail-oriented, reliable, and organized
- Comfortable working directly with executive leadership in a fast-paced environment

Preferred:

- Familiarity with compliance issues related to cross-border payments
- Prior experience in a startup or tech-driven company
- Experience supporting multiple legal entities or business lines

Additional Information

- Work Model: Hybrid role based in Hollywood, CA. Candidates must be available for on-site work as needed.
- Benefits: Competitive compensation package offered
- Growth Opportunity: Potential to hire and manage clerical support as business needs evolve

How to Apply:

Please send your resume and a brief cover letter to marc@avenew.org. In your cover letter, highlight your experience with bookkeeping, AP/AR, cash flow, and international financial transactions.