



## **AR/AP Specialist**

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### **About Us:**

COMMON  
THREAD  
COLLECTIVE

The heartbeat of the Common Thread Collective (CTC) is far from your traditional marketing agency because we aren't a marketing agency. The traditional model is broken and we think differently. We are a digital sales agency passionate about helping entrepreneurs achieve their dreams.

In service of our clients, our focus on digital strategy, creative arsenal, and relationships uniquely aligns client dreams to our skill set driving revenue, growing brand awareness, and executing mission statements. We don't just sell stuff online, we invest in and help make our clients' dreams into reality. Pretty cool, huh?

In caring for our people, dream chasing and dream catching pulse through our office walls. A core value of CTC is that we are all entrepreneurs of our own life and as such we encourage play, promote curiosity, and help build each other up. To be better at our craft of digital sales, we strongly believe that investing in YOU will make CTC better overall.

A job, is a job, is a job. At CTC we don't hire for jobs, we build careers as a catalyst for your future self. We believe in who we hire so much that we offer all of our full-time employees:

- Full health, dental, and vision benefits that fit your lifestyle and goals.
- 401k program with a 3% company match (post 90 days employment) to bring out the investor inside you.
- 4 weeks of paid time off on top of Holidays, your Birthday and the week of Christmas paid. Go get your R&R on so when you're at CTC you're firing on all cylinders.
- A wellness reimbursement program that inspires 360 degrees of health: mentally, physically, and spiritually.
- Two monthly sessions to tell a licensed MFT therapist your dreams as an entrepreneur in our Tell Me Your Dreams (TMYD) program. To top it off, we provide you with resources to realize your dreams through our Dream Fund.

### **About the Position:**

At Common Thread Collective, we offer influencer marketing, branding, web development, and studio services that specialize in building strong and competitive foundations for digitally native brands to continue to scale online. The AR/AP Specialist is equal parts support, strategy, innovation, and organization when it comes to fostering an environment of influence and expertise across creative services.

Our AR/AP Specialist will be responsible for processing payables to vendors and ensuring timely invoicing of receivables to clients. There will be other tasks that will be assigned as you

become comfortable with the core tasks of the position. You must have a great attention to detail and a general understanding of accounting. You'll be required to be very accurate on a day-to-day basis with the efficiency to stay on top of fast-paced deadlines.

**Optimize** | As the AR/AP Specialist, it will be your responsibility to optimize the management of accounts payable and accounts receivable. Cash flow is a priority for our department and being able to do your very best in billing accurately and timely, collecting receivables, and paying vendors appropriately can have an enormous impact on increasing our cash flow.

**Inform** | Staying in close communication with the Director of Finance on the status of outstanding/past due receivables, client invoice disputes, and payables so that cash flow forecasting can be accurately projected. It will be very important to communicate the current status of accounts on a regular basis to the Director of Finance, so that any issues can be addressed in a timely manner and the appropriate team members are aware of any concerns related to their clients.

**Empower** | There will be other tasks outside of AR/AP that will you take on as you grow into the position. We want you to have the freedom to take on a variety of tasks and projects and ensure that this position does not feel mundane but rather contributing as a support system to all facets of CTC. You will help add structure and transparency and continue to help build trust and clarity to the teams and the clients we serve.

**Support** | You will be a critical contributing member of the Finance Department at CTC, supporting the Director of Finance, our Differentiation Department, as well as our clients and paid media growth teams. The Finance Department exists to provide support to all areas of our business and your role will make all these areas feel the support that they truly need.

### **About you:**

We hire for effort and interest at CTC and have found our successful AR/AP Specialist encompasses:

- Proficiency in Quickbooks is preferred. Familiarity with Microsoft Office Suite programs, and Google Docs and Sheets is required.
- Some experience in accounting. You must be able to work on multiple tasks, maintain excellent communication, and pay close attention to details.
- Demonstrated ability to assess and resolve challenges independently through good judgement, deliberation, decisiveness, and ability to provide guidance to others.
- Excellent time management, communication, and organizational skills.

- Drive in both the work you produce and the way you solve problems, and in an industry that's always changing, our ideal candidate must be adaptable.
- Ability to manage progress, handle deadlines, and track profitability across multiple projects simultaneously.

