



Job Title: Financial Accountant

Reports To: Controller

At Coinme, we're large enough to make a difference but small enough for your voice to be heard. This means that we are an organization where every person matters. You can make an impact on the success of our business and that of our customers regardless of where you sit in our organization.

Digital currency has the ability to transform the way we conduct business and brings new benefits to both the corporate world and to consumers globally. Coinme is on a mission to help people everywhere understand and utilize the power of digital currencies as a delightful medium-of-exchange, and be accessible anywhere in the world, so everyone has a fair chance for financial prosperity.

From analyst to engineers, from sales and marketing to client services experts, we're hiring to support your growth and ours.

POSITION DESCRIPTION

As a Financial Accountant, you will work with our Finance (Accounting), Business Development, Private Client Services, and Customer Services teams as the first point of contact for operational accounting related matters. You will own the Accounting operations from revenue recognition, accounts payable, fixed assets, and payroll. You will drive the preparation of monthly financial analysis reports.

The successful candidate will be able to:

- Regularly maintain detailed reconciliations of all balance sheet accounts
- Prepare monthly and/or quarterly State, City, and Local tax returns
- Ensure accurate and timely period close activities, including journal entries
- Assist the Controller in managing and completing monthly financial statements
- Review and process expense reports
- Coordinate payment of monthly rents, deposits, and sales overages for all ATM machines
- Secure State, City, and County licenses as needed
- Own Accounts Payable/ Receivable processes
- Process semi-monthly payroll
- Timely respond to vendors/ customers/ employees regarding their accounts in a professional and courteous manner
- Maintain Fixed Asset schedule
- Provide support and documentation on request for external auditors or examiners
- Other ad-hoc projects and administrative tasks as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - *These are representative, but not all-inclusive, of the knowledge, skills, and ability required to perform this job. Reasonable*



accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Job Requirements
 - Proficient in Excel
 - Strong written and oral communication skills
 - Ability to manage multiple projects simultaneously
 - Strong organizational and analytical skills
 - Willingness to establish and maintain effective working relationships
- Required Education and Experience
 - Bachelor's degree in accounting or finance
 - At least 2 years of Accounting experience
- Preferred Education & Experience
 - Public accounting experience is a plus
 - Prior experience with QuickBooks, Expensify and Mineral Tree helpful

COMPENSATION & BENEFITS

- Competitive base pay and health benefits package
- ORCA Transportation Card
- Bi-weekly brunch
- Paid Time Off

LOCATION

This opportunity is for a full-time position located at our headquarters in the heart of Seattle, WA. Working remotely part of the time is an option for the right individual.

TRAVEL

This position does not require travel at this time.

ABOUT COINME

Coinme is a venture-backed blockchain financial technology company that is dedicated to helping the world gain access to digital currency. Five years ago, Coinme became the first state-licensed Bitcoin ATM company in the U.S. and now processes millions of dollars (USD) each month. The company's vertically-integrated network of crypto ATMs, digital wallet, and private-client services provide customers the opportunity to join this financial revolution. Coinme also offers a rewards program through its proprietary utility token, UpToken.

Coinme is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.