STERLING
WEALTH ADVISORS®

Compliance and Financial Accounting Assistant
Location: Ft. Lauderdale, FL

THE OPPORTUNITY

Sterling Wealth Advisors® We are seeking a highly organized and detail-oriented individual to join our financial planning firm as a Compliance and Financial Accounting Assistant. In this role, you will support the firm's compliance efforts and financial accounting operations, ensuring that all activities align with regulatory standards and internal financial procedures. The ideal candidate will have a strong understanding of financial regulations, accounting practices, and a keen eye for detail.

COMPENSATION & BENEFITS

We offer flexibility in work hours with one compensation option:

- Full-time (40 hours/week): $55,000 - $65,000 annually plus a 401(k) match and three weeks of paid vacation.

WHAT YOU'LL DO

- Assist in ensuring the firm's compliance with federal, state, and industry-specific regulations, including SEC, FINRA, and other applicable standards.
- Support the preparation and filing of required compliance documents and reports, ensuring accuracy and timeliness.
- Assist with internal audits and compliance testing to monitor adherence to policies and procedures.
- Maintain accurate records of client transactions and ensure proper documentation for compliance and regulatory purposes.
- Assist with the preparation of financial statements, reports, and reconciliations for the firm's accounting department.
- Help with budgeting, forecasting, and financial planning processes, ensuring compliance with financial policies.
- Collaborate with external auditors during SEC audits and assist in the preparation of audit-related documentation.
- Monitor and track expenses, accounts payable/receivable, and assist with invoicing.
- Keep up to date with changes in financial regulations and accounting best practices to ensure ongoing compliance.

WHAT WE'RE LOOKING FOR

- Strong computer literacy, including Excel and Word, and basic 1040 tax knowledge..
- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Excellent organizational skills and strategic thinking.

To apply, please submit your resume and cover letter to lanette@sterlingwealthadvisors.com

About Sterling Wealth Advisors®

Sterling Wealth Advisors® is a fee-only fiduciary firm specializing in financial planning, retirement planning, investment counseling, and tax strategy. We are committed to helping clients align their financial decisions with a fulfilling and purpose-driven life. We do not sell products and only work for our clients.