



Staff Accountant

Permanent | Full-time

Location

**Hybrid position (3 days per week in office)
Boston, MA**

Team Reporting and Structure

Reporting to: Controller

Role Overview

The Staff Accountant will support day-to-day accounting operations and month-end close across Nineteen Americas' portfolio of U.S. entities. The role will prepare journal entries and reconciliations, lead accounts receivable and cash application, provide backup support for accounts payable, and maintain accurate schedules and documentation. This is a hands-on role for someone who wants broad accounting exposure in a fast-growing, multi-entry environment.

Responsibilities

- Prepare general ledger entries and account reconciliations across multiple entities.
- Assist with month-end, quarter-end, and year-end close processes, including supporting schedules and documentation.
- Prepare journal entries and supporting documentation.
- Reconcile bank accounts, credit card activity, and balance sheet accounts; investigate and resolve reconciling items.
- Lead day-to-day accounts receivable and cash application activities, including payment application, customer account reconciliation, and aging follow-up; provide backup support for accounts payable as needed.
- Prepare recurring accounting schedules and support monthly financial reporting.
- Assist with account-level variance analysis and follow-up as part of the close process.
- Support internal and external audits by providing requested documentation.
- Ensure compliance with GAAP, company policies, and applicable regulations.
- Analyze financial data and identify discrepancies or opportunities for improvement.
- Maintain fixed asset records and depreciation schedules.
- Assist with tax filings, sales tax reporting, and other regulatory requirements.
- Participate in process improvement initiatives to enhance accounting efficiency.
- Assist with intercompany transactions and reconciliations across multiple entities.



Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- 1-4 years of progressive accounting experience.
- Experience working in a multi-entity environment.
- Strong proficiency in Microsoft Excel, including PivotTables, XLOOKUP/VLOOKUP, SUMIFS, and working with large data sets.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.

Preferred Qualifications

- Experience in a private equity-backed, acquisition-focused, high-growth, or multi-company organization.
- Experience in exhibitions, events, trade shows, or a similarly deadline-driven industry is a plus.
- Hands-on experience using Sage Intacct is preferred but not required.
- Experience working in a multi-entity environment.

What We're Looking For

- A quick thinker who can identify issues, troubleshoot effectively, and implement solutions.
- Someone who embraces technology and enjoys learning new systems.
- A team player who can work independently while collaborating effectively across the organization.
- A professional who takes ownership, follows through, and thrives in a dynamic, growing company.

Compensation & Benefits

- Salary range: \$75,000-\$85,000 base salary, based on experience and qualifications.
- Full-time, exempt classification.
- Competitive benefits package.
- Growth opportunity within an expanding, acquisition-focused organization.

Company Overview

www.nineteengroup.com

Nineteen Group is a fast-growing events and media business backed by Phoenix Equity Partners, serving vital sectors including security, fire safety, emergency services, retail technology, health and safety, construction, manufacturing, and more.

We build vibrant industry communities through world-class events and media, creating spaces where ideas are shared, relationships are formed, and practical solutions shape the future.



Headquartered in Wimbledon, London, with offices across the USA, Australia, Hong Kong, and Singapore, Nineteen is powered by a passionate global team. Our people live our KADI values – Kind, Agile, Driven, and Inclusive – because we’re a culture-first organization that puts our people first; we just happen to do great events too.

Equal Opportunities

Inclusivity is at the heart of everything we do at Nineteen, and that requires a diverse team of great colleagues who feel they have a clear place with us, supporting us all to grow. The more inclusive our employees feel, the better we feel and the quicker we all develop. We are keen to meet people with varied backgrounds and experiences.

We recruit based on merit, potential, and fit to our cultural values. Product knowledge we can teach.