Areas of Responsibility:

- You will be responsible for payables and receivables

- Prepare regular status reports for the leadership team

- Knowledge of QuickBooks Online is a must for this position

- Prepare estimates for members of our sales squad.

- Past due follow ups

- There will be some occasions where we may require you to assist our sales squad with preparing proposals for clients or placing orders and answer the phones. Team support is a huge part of our culture. There is no “not my job” mentality at Sigma; we all help where needed.

Benefits to working at Sigma:  
- Growth opportunities including one on one coaching and monthly team coaching with a Certified High Performance Coach™  
- Our entire team participates in a monthly book club for professional and personal development

- Benefits program (upon completion of probation)  
- Team socials  
- Health and wellness initiatives and programs  
- Internal core values awards

About Sigma:

We exist to strengthen our clients’ brands through engaged teams, raving clients and increased profits. Sigma Promotions helps businesses increase sales results through the proper use of promotional items and relationship marketing strategies! We are looking for someone to help behind the scenes to make this happen!

We are a growth-oriented company, constantly moving forward and embracing change. Sigma Promotions has a small business atmosphere and is looking for someone who thrives in a fast pace environment, isn’t shaken by change and is able to roll with the punches! The right candidate will also share our passion for growth and personal development. That is a core part of who we are as a team.

Balance is extremely important to us; meaning that we hustle like crazy during business hours so we can enjoy our time with friends and family. This helps to keep us fresh and fast on our feet each day.

You will find no hierarchy outlook here; nothing is above or below anyone’s job description. We are very big on company culture and developing a strong, supportive group. If you see someone struggling, you jump in and help because we are all members of the Sigma Squad!

We put people before profit and believe that we’re in business to not only help our clients achieve their own goals and grow but to impact the community and the world. Giving back to charity is extremely important to us! We take pride in our involvement because it feels so freaking good to do so!

We’re humbled when we earn clients’ business but most importantly their respect. Basically, we believe the owner and the waiter of a 5-star restaurant deserve the same level of courtesy.

We have a hybrid model of working here at Sigma. During probation, your role will be done entirely from our Aurora office. Once probation is complete, you can choose to work remotely part of the time if that’s your preference. If you plan to work remotely part of the time, it’s important to have a dedicated space to work from home (equipment will be provided) and a reliable internet connection to support that.  
Those selected will be sent a questionnaire to be completed online before we bring you in for an interview.

Salary: $45,000.00-$55,000.00 per year

Any communication should go to [jointhesquad@sigmapromotions.com](mailto:jointhesquad@sigmapromotions.com)