

Position Title: Accounting Solutions Specialist I

Reports To: Accounting Manager / Controller

Summary of Position

We are looking for a high energy and self-motivated person who is very organized and able to multi-task. This person will thrive in a fast-paced, small company environment. This person should have 3 to 5 years of experience working in an office environment and have accounting demonstrated experience. This is an INTERMEDIATE LEVEL position.

Duties & Responsibilities

- Performs all work according to applicable rules and regulations including Generally Accepted Accounting Principles (GAAP), regulatory requirements, and organization policies and procedures
- Monthly bookkeeping data entry using after-the-fact accounting and real-time accounting, including write-up
- Client set-up in software, including Chart of Accounts, Customers and Vendors
- Reconciles cash
- Receives and applies customer payments, promptly researches any discrepancies, performs reconciliations as necessary, and records deposits in timely manner
- Receives and applies vendor payments, promptly researches any discrepancies, performs reconciliations as necessary, and process check runs
- Ensure proper documentation received and coded for job costing and expense reports
- Communicates account information with staff, customers, and external business partners to ensure billing is accurate and accounts are current
- Analyze general ledger accounts and account variances. Prepare general ledger account reconciliations
- Manage fixed assets and depreciation
- Familiar with sales and payroll tax
- Job costing and cost allocation
- Use accounting software to prepare monthly financial reports for management
- Assists accounting manager with the on-going maintenance of accounting and accounting control policies and procedures.
- Provide accounting software training
- Perform other duties as assigned

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Qualifications

Computer literate with proficiency in QuickBooks, MS Office applications, Internet Explorer, and Windows
Computer savvy and quick to learn other software solutions a MUST
Experience recording transactions using PayPal and Square
Knowledge of accounting principles, with good analytical and organizational skills
Excellent interpersonal and communication skills (both written and verbal)
Ability to multi-task and take initiative to identify outstanding tasks and see them through to completion
Ability to work in fast paced environment
Strong organizational and follow-up skills
Commitment to teamwork