

Position Title: Junior Accounting Solutions Specialist

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 at least 1 to 3 years of experience working in an office environment and have accounting demonstrated experience. This is an BEGINNER 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 and credit card accounts
- 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
- Use SAAS applications to aid in accurate financial record-keeping
- Assist with payroll processing
- Assists accounting manager with the on-going maintenance of accounting and accounting control policies and procedures.
- Perform other duties as assigned