

Accounting/Bookkeeping Office Assistant: Supports accounting operations by filing documents; performing reconciliations; initiating stop pays, making bank transfers, AR, AP, Journal Entries, running software programs and other duties as needed.

Job Duties:

- Maintains accounting records by making copies; filing documents.
- Maintains accounting databases
- Function in accordance with established standards, procedures and processes.
- Protects organization's financial data by keeping information confidential.
- Analyzes information by generating spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Month end processing, along with yearend.
- Answers accounting and financial questions by researching and interpreting data.
- Accomplishes accounting and organization mission by completing related results as needed.
- Must have excellent work habit, including willingness to work the hours necessary to get the job done.
- Other duties as assigned.

Minimum Experience and Qualifications:

- One (1) to three (3) years of accounting experience.
- Proficient with the Microsoft Office suite.
- Excellent verbal and written communication skills.
- Analytical skills.
- Detail-oriented.
- Willing to work in a team environment .

Skills/Qualifications: Organization, Accounting Software, Reporting Skills, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability.

The position comes with the following benefits: Health & Life Insurance, Vacation Pay, PTO and Employer contribution to FSA plan. 401K with Employer match is available after one year of full- time employment. Pre-employment drug testing required and must be fully vaccinated.

Compensation: competitive pay based on experience.

We are an **Equal Opportunity Employer**