

Seeking an entry level, full-time Accounting Associate.

An ideal candidate would be energetic, detail oriented, focused, and ready to bring innovation around current job. Work Schedule and Conditions: Weekly schedule of 40 hours per week, Monday- Friday (occasional weekend work required).

#### Responsibilities

- Cash deposits (including bank runs)
- Accounts payable
- Accounts receivable/collections
- Expense report management
- Year end 1099s
- Assists CFO and Manager in various projects

#### Qualifications

- Experience in using financial software
- Experience in accounts payable, accounts receivable, and collections
- Ability to work proactively and independently
- Ability to make sound decisions under deadlines, manage time, and plan and prioritize projects and workload
- Ability to multi task, learn quick, and adapt

#### Requirements

- High school diploma/GED; with a minimum of 12 college credit hours of accounting/finance/business or equivalent professional experience
- Strong technical skills including MS Office products, general use of a computer, and other office equipment
- Strong communication/phone skills with ability to handle high call volume while maintaining high level of professionalism and customer service

#### Key Competencies

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Attention to detail
- Initiative
- Reliability