

FULL TIME ACCOUNTANT

Qualifications

- Bachelor's degree in accounting or finance.
- Experience with accounting software preferred.
- Experience with accounts payable, accounts receivables, month end process, and year end closing process.
- CPA license preferred
- Proficiency in the use of Microsoft Excel and experience with Microsoft Word.

Essential Functions

- Oversee the accounts receivable process to ensure the accuracy and timely management of all related activities.
- Prepare and review monthly trial balances, general ledger detail postings, financial statements and other financial reports and statistics.
- Prepare daily bank deposits by compiling and reconciling accounting reports and media from point of sale cash drawers with receipts accepted in currency, checks and credit cards.
- Oversee the accounts payable process, including vendor invoices, matching of supporting documentation, employee expense reports, and cash disbursements.
- Prepare the month end closing and ensure all balance sheets accounts are reconciled monthly in a timely manner.

Please send resume to:
classifieds@northwestsignal.net
Subject Line: Accountant