

Job Description for: Junior Accountant

MAJOR RESPONSIBILITIES:

- Primary responsibility is to assist with the preparation of financial statements and support schedules according to corporate time lines
- Assist with the monthly close procedures
- Prepare account reconciliations (cash, liabilities, fixed assets, payroll accruals) and supporting sub-ledgers
- Research and resolve account reconciling items
- Assist with documentation and testing of internal enterprise reporting system upgrades and modifications
- Assist with preparation of audit sampling package for external & internal audits
- Support other team members as necessary
- Other projects as assigned

QUALIFICATIONS:

- Recent college graduates encouraged to apply
- 4 year Accounting or Business related degree required
- Must be highly detail oriented and organized
- Excellent communication and interpersonal skills with a customer service focus
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- Proficiency with email and Microsoft Office application; especially Excel
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance creativity, problem solving, and results