

Entry Level Accountant Job Summary

Requirements

- 1) Bachelor's Degree in Accounting
- 2) Minimum two years of relevant work experience
- 3) Proficiency with QuickBooks and Microsoft Office 365
- 4) Analytical, interpersonal, oral and written communication skills
- 5) Ability to multitask and complete assignments within time constraints and deadlines
- 6) Strong organizational skills and attention to detail

Duties include:

- Accounts Receivable, Accounts Payable, escrow account reconciliation
- Client invoicing and process receipts via ACH, Customer communication, Deposits on daily or weekly basis.
- Monthly income reconciliation
- Respond to vendor, client and staff requests for account information.
- Send/follow up client contracts via PandaDoc twice a year
- Assist with the yearly audit
- Perform other accounting clerical & administrative tasks