



POSITION – JUNIOR ACCOUNTANT

Position Title	Department
Junior Accountant	Bookkeeping
Employment Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Immediately

Description

Junior Accountant is responsible for assisting with the activities of the overall general accounting function. Will oversee, implement, and maintain accounting systems, procedures, and policies. This position ensures the accurate compilation, analysis and reporting of accounting data and acts as liaison between the company, government, client, and CPA auditors in providing the required information and ensuring that proper information is maintained.

Essential duties and responsibilities

Essential functions include, but are not limited to, the following:

- Overseeing basic accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments and inventory control).
- Preparation, month end closing, journal entries and general ledger maintenance, inventory roll forwards, and fixed assets and margin analysis; preparing supporting schedules for financial statements preparation.
- Communicating with customers to address any past due invoices on their account and providing weekly status updates to management.
- Reviewing, analyzing, and reconciling general ledger accounts and investment transactions in conjunction with preparing quarterly reports for management.
- Perform analysis of operations on a monthly basis.
- Perform other duties as assigned.

Minimum Qualifications (knowledge, skills, and abilities)

- CPA or MBA a plus
- Exceptional organization and time management skills
- Work independently
- Multitask efficiently.
- Strong knowledge of bookkeeping practices and procedures
- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint
- Ability to work independently with little supervision.
- Ability to organize and prioritize effectively.