



## **Junior Accountant**

### **Position Summary**

The Junior Accountant position is an entry-level accounting position responsible for accounts payable, reconciling accounts, posting journal entries, and preparing various financial reports.

### **Required Education & Experience**

- High School Diploma or GED equivalent required
- Associated degree from an accredited university or college with general accounting courses, preferred
- One (1) year of experience in accounting and/or accounts payable

### **Required Knowledge, Skills & Abilities**

- Understanding and knowledge of basic accounting principles
- Strong Microsoft Office Suite skills
- Ability to multi-task effectively
- Detail oriented
- Excellent written and oral communication skills
- Strong analytic skills

### **Essential Duties**

- Assist with the accounts payable process for operating and capital invoices, including data entry.
- Maintain accurate accounts payable files
- Reconcile various general ledger accounts, such as cash, prepaid, fixed assets, accounts receivable, liabilities, etc.
- Prepare journal entries and supporting documentation and enter them into the accounting system
- Assist with all month-end, quarterly, and year-end closing processes.
- Participate in the preparation of both internal and external financial reporting documents, including financial statements.
- Prepare work papers for monthly, quarterly, and year-end.
- Perform related duties as assigned



### **Working Conditions & Required Physical Abilities**

This position is located in a quiet to moderately noisy indoor office environment.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

**Annual Salary Range: \$45,000 - \$60,000**

**Full Time Non-Exempt**