



EXPERIENCED FINANCIAL OPERATIONS STAFF

Responsibilities

- Review reconciliations prepared by other team members (bank accounts, loan accounts, credit cards).
- Review financial statements for reasonableness prior to presentation to client (trial balance, income statement, balance sheet).
- Review sales tax returns and tax payments.
- Assist with budget preparations.
- Assist with business returns as needed.

Required Education

- Completed degree in accounting or finance required.
- Two-five (2-5) years professional or industry accounting experience.

Required Experience

- Experience with Quickbooks Online or other cloud-based accounting software.
- Expertise of generally accepted accounting principles and procedures.

Required Skills

- Excellent written and verbal communication skills with staff and clients.
- High level of efficiency and accuracy.
- Willingness to adapt to changing environment.