

FINANCIAL OPERATIONS STAFF

Responsibilities

- Allocate and post financial transaction details to entity books using cloud-based accounting systems.
- Manage accounts payable through cloud-based software platform.
- Prepare, process and post payroll.
- Reconcile and balance all accounts (bank accounts, loan accounts, credit cards).
- Prepare financial statements and ad hoc reports as necessary (trial balance, income statement, balance sheet).
- Calculate and prepare sales tax returns and tax payments.
- Assist with 1040 returns and business returns as needed.

Required Education

- Four (4) year degree in accounting.

Required Experience

- Knowledge of bookkeeping practices, experience with Quickbooks Online and other cloud-based accounting solutions a plus.
- Knowledge of generally accepted accounting principles and procedures.

Required Skills

- Attention to detail.
- Problem analysis, problem solving.
- Working independently.
- Confidentiality and integrity.
- Communication skills.