ACCOUNTANT

Job Description:

**Accountants** are people with an analytical mindset who enjoy working with financial and tax data. Accountants often work supporting the chief financial officer in a company's finance department. They can also work directly with clients to review financial records for tax and business filings. Accountants ensure all financial records and statements are in line with laws, regulations, and generally accepted accounting principles (GAAP). Accountants also resolve any discrepancies or irregularities they find in records, statements, or documented transactions. Accountants are often assigned other finance-related tasks in addition to analyzing financial records and statements.

Job Responsibilities:

* Manage all accounting transactions
* Prepare budget forecasts
* Publish financial statements
* Reconcile accounts payable and receivable
* Ensure timely bank payments
* Compute taxes and prepare tax returns
* Manage balance sheets and profit/loss statements
* Report on the company’s financial health and liquidity
* Audit financial transactions and documents
* Reinforce financial data confidentiality and conduct database backups when necessary
* Comply with financial policies and regulations
* Organize and update financial records as needed (digital and physical)
* Analyze transactions and prepare reports
* Maintain and update accounting records and files
* Analyze budgets and create expense reports
* Examine tax policies and handle tax payments and returns
* Meet with clients to discuss confidential accounting issues
* Post transactions and categorize records in the general ledger
* Reconcile bank statements
* Analyze transactions with internal and external stakeholders
* Conduct month-end and year-end closures
* Prepare documents for audits
* Apply new accounting policies and ensure compliance with rules and regulations
* Gather and monitor financial data (i.e. sales revenues and liabilities)
* Preparing monthly, quarterly and annual statements (i.e. balance sheets, profit & loss statements)
* Forecast revenue and analyze profit margins
* Participate in ledger reconciliation and manage accounts payable/receivable
* Participate in budgeting processes
* Brief senior accountants on the company’s financial status
* Monitor bookkeeping activities
* Stay informed on industry developments and changes in regulations
* Maintain company fiscal confidentiality

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* Certification in Public Accounting
* Additional accounting certifications preferred
* Experience in accounting

Opportunities in accounting are available for applicants without experience in which more than one accountant is needed in an area such that an experienced accountant will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting and financial procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Strong analytical skills
* Strong attention to detail
* Awareness of laws and regulations related to finance and accounting