JUNIOR ACCOUNTANT

Job Description:

**Junior Accountants** provide support to the financial department by managing daily accounting tasks. A junior accountant is generally an entry-level accounting position, usually reporting to any of the higher level accounting positions, or in smaller companies, to the controller. The main responsibilities of a junior accountant will usually include reconciling accounts and preparing preliminary reports.

Job Responsibilities:

* Prepare financial statements
* Submit reports to senior accounting
* Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Update accounts payable and perform reconciliations
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Assist with reviewing of expenses, payroll records etc. as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit weekly/monthly reports
* Assist senior accountants in the preparation of monthly/yearly closings
* Assist with other accounting projects
* Maintain company fiscal confidentiality

Job Qualifications:

* Bachelors in Accounting or related field
* Certification in Accounting preferred
* Experience in accounting

Opportunities as a junior accountant are available for applicants without experience in which a senior accountant or another experienced junior accountant will be present to mentor.

Job Skills Required:

* Knowledge of accounting procedures
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Proficiency in Microsoft Office
* Strong analytical skills
* Awareness of laws and regulations related to accounting