

Bookkeeper/Staff Accountant or Accounting Associate (Bookkeeper)

\$40K-\$50K

Accounts payable

Process year end 1099 forms

Reconciliations

Inventory

Assist with audits and budgeting process

Grant administration

Maintain asset listing including recording monthly depreciation

Enter journal entries to update monthly financials. Maintain monthly balance sheet and income statement

Make analysis of financials and report to the Board of Aldermen

Assist and provide information to auditors during annual audit

Record and assist in annual inventory

Perform other duties as directed by "Management"

~Payroll duties?

Qualifications: 3+ years of experience in accounting/bookkeeping Auditing/accounting experience preferably with knowledge of GAAP. Experience with accounts payable and accounts receivable associate degree in Accounting is preferred, but experience is the key for this role. Strong systems aptitude