

Position: Accounting Technician

Employment Type: Administrative

Job Level: Entry-level



Providing People Solutions that Work

Job Summary

The Accounting Technician is responsible for providing support to the finance department by managing daily accounting tasks. This role involves maintaining financial records, preparing reports, and reconciling bank statements. The Accounting Technician will work closely with their supervisor to ensure accurate and timely financial reporting.

Principal Responsibilities

General Ledger Maintenance: Record daily financial transactions accurately. Maintain and update the general ledger.

Accounts Payables and Receivables: Process accounts payable invoices and ensure timely payments. Generate and send out invoices for accounts receivable. Follow up on overdue accounts and manage collections.

Bank Reconciliation: Reconcile bank statements with general ledger accounts. Investigate and resolve discrepancies.

Payroll Processing: Assist with payroll preparation and ensure accuracy. Handle payroll deductions and benefits calculations.

Financial Reporting: Assist in the preparation of monthly, quarterly, and annual financial reports. Generate financial statements and reports for management review.

Tax Compliance: Prepare and submit tax filings and returns as required. Ensure compliance with local, state, and federal tax regulations.

Audit Support: Provide support during internal and external audits. Prepare documentation and reports as requested by auditors.

Data Management: Maintain accurate financial records and documentation. Update and manage financial databases and software.

EDUCATION/SKILLS AND ABILITIES

- Associates or Bachelor's degree in Accounts or Finance
- Experience: 2-3 years of experience in accounting or a related field
- Technical Skills: Proficiency in accounting software (e.g., QuickBooks, Sage), Microsoft Excel, and other MS Office applications.
- Excellent communication, planning skills, ability to think strategically, analytical and report writing skills, strong attention to detail, honesty and integrity.

Apply: hr.info@ceacoutsourcing.com