

Accounting Assistant

Full Time Position Available

Job Summary:

- Occupational license renewal
- Bank reconciliations
- Provide overall organizational and accounting assistance and processing in the accounting office.
- Reconcile balance sheet account impacted by the above responsibilities
- Responsible for assisting in maintaining all financial records and assisting CFO in the preparation of accurate financial statements as required
- Provide financial information to management to help solve problems of short-run liquidity and financial stability
- Assist the CFO in ensuring compliance with financial reporting requirements of governmental and other authoritative bodies
- Responsible for the actual duties, or the supervision of, for recording and classifying transactions and events sponsored by Arc EC.
- Summarize the financial activities of the organization in order to clearly reveal the sources and amounts of support and revenues and also the nature and extent of expenditures.

Education / Experience:

- Must possess a Bachelor's Degree from an accredited college or university with a major in business, accounting, or finance.
- OR possess an Associate's Degree from an accredited college in business, accounting, or finance AND have a minimum of two (2) years' experience working in a related field.
- OR have a minimum of four (4) years of experience working in a related field.

Qualifications:

- Must pass Level II Background Screening.
- Must pass drug test.

Essential Job Functions:

- Assist CFO in the maintenance of the general ledger.
- Monthly balancing of all bank account statements and handling the reporting and collecting of returned checks.
- Track agency cash flow and keep CFO apprised of any pertinent issues in this regard.
- Input billing into accounting system and mail out invoices for payment
- Balance revenue postings monthly to billing agency summary.
- Investigate any outstanding balances in accounts receivable.
- Compile revenue billings and related payments into annual folders and create annual revenue audited summaries in preparation for the annual external audit.
- Preparation of general journal entries on a monthly basis, including accounts receivable posting, and payroll, management and general allocations, adjustments, and others as required.