

**Job Description:**

Accounting Associate, Reports to Director of Accounting

**Job Summary:**

The Accounting Associate is primarily responsible for providing account support to the accounting team with a primary focus on payroll and accounts payable. This detail-oriented individual will take full ownership of the position, possessing knowledge of general accounting principles and strong Microsoft Excel skills. They must be a strong communicator and display a positive, proactive attitude, strong organizational skills, and ability to prioritize and multi-task.

**Key Responsibilities:**

- Process monthly payroll for part time employees
- Record daily cash receipts
- Prepare daily bank transfers
- Process weekly expense reimbursements
- Assist with month end general ledger close out
- Assist with monthly financial statement preparation
- Perform accounting and clerical functions to support accounting team
- Research, track, and resolve accounting problems
- Support accounting personnel
- Work with calculators, databases and bank accounts

**Job Requirements:**

- High level of proficiency in Microsoft Office, including Word, Excel and PowerPoint (required)
- Associate's Degree or higher in accounting (preferred)
- ADP WorkforceNow/Time and Attendance experience (preferred)
- Sage 50 or other accounting software experience (preferred)
- Attention to detail for tasks with zero tolerance for errors
- A self motivated individual who can work under stress and meet deadlines
- Works well in a supportive role with a team mentality but can also take ownership of the role
- A positive attitude and open mind that approaches problems from all angles
- Exceptional work ethic, with strong values and principles - takes opportunities to go above and beyond

**Job Type:**

Full Time, Salary with complete benefits package