

ACCOUNTANT

Please send resume to: Cindy@csbgky.com

Summary: Well established CPA firm, currently has an opening for an experienced Accountant. This position will be available immediately. This position will require the candidate to work in a fast paced, team oriented office environment. The ideal candidate for this position will have education and experience in accounting and payroll, as well as tax preparation with excellent organizational skills.

Job Duties pertaining to Accounting: (May not be all inclusive, other office duties may be required from time to time)

- Ability to accurately compile and reconcile monthly transactions from Bank Accounts, Credit Cards, 3rd party reports such as payroll services , point of sale software and balancing Intercompany Journal Entries in order to generate monthly financial statements.
- Process payrolls and payroll tax returns using QuickBooks Software.
- Accurately process and monitor accounts payable entries and payment issuance.

Required Qualifications:

Experience and clear understanding of Accounting functions described above.

Bachelor of Science degree in Accounting

Proficient in Excel

Familiarity with Drake Tax Software a plus but not required.

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