

Accounting Manager/Bookkeeper

New opportunity!! Don't miss out!!

Recycling Solutions of Raynham, LLC is a locally owned and managed solid waste and recycling facility focusing on construction waste recycling. We pride ourselves on providing a collaborative, entrepreneurial environment where employees are encouraged to contribute to the decisions, planning, and implementation as a team. Our company recently acquired the operations at the Raynham transfer and are looking to hire an Accounting Manager/Bookkeeper specialist for our construction waste recycling and processing and recycling facility. This position requires a high degree of collaboration between customers, vendors and fellow employees. The ability to build relationships across all organizational levels will be very important.

Our ideal candidate is a self-starter, multi-tasking, detail-oriented wizard who will play a large part in our business development over the years to come.

Responsibilities:

- Develops and implements policies, procedures and controls to ensure that funds are managed in an efficient and effective manner.
- Review of all business accounting functions including AP/AR, Payroll, Account Reconciliations, and business analysis
- Prepare monthly, quarterly and yearend financial review package for outside accounting firm
- Prepare and present management reporting
- Develop effective solutions to improve the Company's financial position and results and contribute proactively to business optimization.
- Plan and participate in budgeting/forecasting process
- Processing payroll, handling of human resources including benefits and COBRA
- Understanding of intercompany transactions
- Cash management skills

Experience:

- Peachtree/Sage 50 and or QuickBooks Professional preferred
- Bachelor's degree in accounting/finance or equivalent number of years of experience
- Excellent financial reporting skills.
- Detail-oriented and strong follow-up skills
- Demonstrated leadership, teamwork, and problem-solving abilities
- Advanced Microsoft Office Excel skills

Personal attributes:

- Possesses a positive attitude
- Excellent verbal and written communication skills with ability to organize and prioritize
- Takes initiative and can operate with minimal guidance
- Open to collaboration with teammates and managers on new methods of procedure
- Embodies personal integrity and keeps confidences
- Maintains a professional attitude, appearance and demeanor

Compensation/Benefits:

- Salary based on abilities, experience and knowledge
- Paid weekly, Vacation, Sick, and Holiday Pay
- Health insurance coverage, HMO premium
- Health reimbursement plan
- Dental insurance coverage
- Short term disability coverage

Job Type: Full-time

Salary: \$60,000.00 - \$80,000.00 per year

Benefits:

- Dental insurance
- Disability insurance
- Employee discount
- Health insurance
- Paid time off

Physical setting:

- Office

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations:

No Vaccination requirement, Very few office customer or other visitors, 3-4 person office environment, office cleaned weekly by professional cleaners

Education:

- Associate (Preferred)

Experience:

- Bookkeeping: 5 years (Required)