



General Ledger Accountant

Description

Excellent opportunity for an experienced General Ledger Accountant to join a small and rapidly growing corporation. The General Ledger Accountant will be responsible for monthly financials and reporting. Excellent month end experience, reconciliation skills and account analysis experience will help tremendously in this role. This position will offer competitive salary and benefits.

Qualifications

Intermediate Account Analysis, Advanced Month End Close, Intermediate Journal Entries, Advanced General Ledger, Intermediate Financial Statement Preparation

- Maintains the integrity of the general ledger to include the preparation, verification and input of journal entries, reviews coding of invoices, closing the books monthly, and setting up new accounts.
- Prepares balance sheets, account analysis and reconciliation to verify the accuracy of general ledger.
- Assists Controller in reviewing and updating monthly closing procedures.
- Maintains and monitors various reports, including preparation of weekly and month-end status reports and required action updates.
- Assists in the preparation of year-end audit work papers and tax package preparation. Other duties as required.

Requirements

Bachelors Degree in Accounting, 5+ years of general accounting; good knowledge of accounting principles and practices; proficient in use of Excel; ability to work with details; good organization skills.

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