



Employment Opportunity

Financial Specialist

Immediate opening in a well-established business in Crescent City.

Basic Function: Work will include that of a detailed and confidential nature, and may involve a substantial amount of complex, detailed and technical abilities. The Financial Specialist position creates financial transactions and creates financial reports from that information, and will need knowledge of A/P, A/R, processing vendor invoices for payment and reconciles accounts to ensure their accuracy. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The Financial Specialist will work with the Human Resource manager and Data Entry Individual.

Principal Accountabilities:

1. Issue invoices to customers
2. Ensure that receivables are collected promptly and entered
3. Pay supplier invoices in a timely manner
4. Make bank deposits
5. Pay any debt as it comes due for payment
6. Take all reasonable discounts on supplier invoices
7. Tag and monitor fixed asset purchases/sales
8. Monitor debt levels and compliance with debt business policies
9. Conduct a monthly reconciliation of every bank account
10. Conduct periodic reconciliations of all accounts to ensure their accuracy
11. Provide information to accountant who creates Quarterly Reviewed Financial Statements
12. Assemble information for external auditors for the annual audit
13. Calculate and issue financial analysis of the financial statements
14. Maintain an orderly accounting filing system
15. Maintain the chart of accounts
16. Maintain the annual budget
17. Calculate variances from the budget and report significant issues to management
18. Comply with local, state, and federal government reporting requirements.
19. Understand business payroll to support HR Specialist as needed.
20. Provide clerical and administrative support to management as requested.

Desired Qualifications: The Financial Specialist candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted account principles. Preference will be given to candidates with a working knowledge of the accounting software package.

Supervises: Data Entry Individual

Oversee & Manage Data Entry and Vendor Accounts:

- Invoice verification and filings
- Statement matching
- Tax exempt forms for vendors

Knowledge, Skills and Abilities Required:

- Excel
- Word
- Outlook
- QuickBooks Accounting Program

Other Position Qualifications:

- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Be a self-starter with good organizational and communication skills, neat and detail oriented, think on your feet, work well under pressure and have good people skills.
- Communication, Written and Verbal - Ability to communicate in writing clearly and concisely.
- Perform any other duties as assigned by management.

Please submit to this post a resume and a paragraph about yourself, and long-term career goals.

Salary DOE and qualifications