

General Accounting Job Description

Performs a variety of accounting and bookkeeping duties according to established policies and procedures. Utilizes computerized accounting software programs to perform duties and responsibilities.

POSITION REQUIREMENTS:

- High School Diploma or GED equivalent required, college level accounting classes or Accounting Degree preferred.
- 1-2 years hands-on Accounting experience.
- Basic computer skills and word processing.
- Good mathematical background
- Some experience with spreadsheets and automated accounting systems
- Ability to sort, check, count, and verify numbers
- Ability to multi-task, prioritize and work efficiently
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels and clients/customers
- Ability to work independently, self-starter, energetic
- Ability to demonstrate good common sense and sound judgment
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings
- Ability to use 10-key calculator for a variety of accounting functions
- Ability to perform at high levels in a fast paced ever-changing work environment
- Ability to anticipate work needs and follow through with minimum direction
- Ability to work well in a fast-paced professional office environment