

Now Hiring an Accounting Specialist

-\$33,000-\$60,000/year DOE

-Paid Training

-Paid Vacation

-Paid Holidays

-401K Match

-Health Insurance

-40hr week

An Accounting Specialist is responsible for ensuring that our company's financial records are accurate and complete. To fulfill their key responsibility, they perform a variety of Accounting Specialist job duties, including but not limited to:

- Recording transactions such as expenses and sales revenue.
- Processing payments to utilities and vendors to pay for supplies, materials and other expenses.
- Sending bills to customers to request payment for services or goods provided.
- Reconciling accounts and making note of debits and credits that have not posted.
- Printing paychecks and initiating direct deposits to pay employees.
- Generating financial reports as requested • Identifying and correcting any errors that occur due to