

## **Accounting Associate - [T/O: 1]**

### Job Summary:

- Clerical support, Bookkeeping, Accounting assignments, Statements, and Financial reports.

### Supervisory Responsibilities

- None

### Duties / Responsibilities

- Responsible for data entry of financial reports and record-keeping
- Assist with preparing various financial reports
- Responsible for general ledger bookkeeping
- Maintain historical records by filing documents
- Develop system to account for financial transactions
- Record day-to-day financial transactions and complete the posting process
- Prepare financial reports through collection, analysis, and summarization of data
- Other related duties as assigned

### Required Skills / Abilities

- Understanding of GAAP accounting principles.
- Familiarity with SAP, Microsoft Excel
- Excellent attention to detail and accuracy in entering financial data.
- Outstanding math and research skills.

### Position Detail

- Requires work on site

### Education and Experience

- Individuals pursuing an undergraduate degree, preferably with a concentration in Bachelor's degree in Business Administration, Accounting, Finance, Economics, or related field
- Preference for work experience in the field of accounting

### Physical Requirements

- Must be able to remain in a stationary position over 70% of the time and constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- The person in this position frequently communicates with business partners and employees who have inquiries about Finance issues. Must be able to exchange accurate information in these situations.