
Job Description

We are looking for an Accountant to manage the GL and financial transactions. Responsibilities include auditing financial documents and procedures, reconciling bank statements and other GL accounts. To be successful in this role, you should have previous experience with bookkeeping. Ultimately, you will provide us with accurate quantitative information on financial position and cash flows of our business while ensuring we're compliant with GAAP.

Responsibilities

- Analyze GL; publish financial statements on time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank recs; other account reconciliations
- Audit financial transactions and documents
- Comply with financial policies and regulations
- Review monthly balances and trend
- Review unusual entries/ significant deviations

Skills

- 3-5 years work experience as an Accountant
- Knowledge of full accounting cycle
- Knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like QuickBooks
- MS Excel skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BBA in Accounting
- Fluent in English. If you are not fluent in English, please do not apply

Job Type: Full-time

Please send your resume, **including** salary expectations to: angel@conquesthc.com.