

Job Description

Position Title: Accounting Associate

Starting Pay: \$16.00 - \$18.00 per hour

Reports to: Brenda DiCarlo

FLSA Status: Non-Exempt

General Summary: Records financial transactions in client's accounting systems. Serves as the client's primary accounting contact.

Essential Job Functions:

1. Organizes incoming documents from clients, pending for timely processing
 2. Accounts Payable - Pays invoices for operating expenses, reconciles & records credit card transactions timely
 3. Insurance Company Payables – Reconciles & pays invoices/statements for agency bill insurance transactions timely
 4. Accounts Receivable - Records deposits of commission and customer payments timely
 5. Payroll – Records journal entries timely
 6. Assists clients with any accounting related questions, responding within 24 hours
 7. Reviews and reconciles general ledger balances to subsidiary ledger detail on a daily, weekly or monthly basis as applicable
 8. Invoices direct bill commission in a backup capacity to the direct bill specialist
 9. Performs other duties as needed
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Knowledge, Skills, and Abilities:

- Knowledgeable in the basics of Generally Accepted Accounting Principles, the Accounting Equation, and the concept of Debits and Credits
- Skilled in operating a Windows-based personal computer with multiple monitors
- Skilled in Microsoft Excel
- Ability to pay close attention to detail and to ensure accuracy of data entry
- Ability to reconcile numerical data from source document to data entered in client database
- Ability to communicate financial data to non-financial trained small business owners
- Ability to operate a ten-key calculator

- Ability to work in a small team environment and provide back-up assistance to other team members as requested
- Ability to organize multiple work assignments and establish priorities
- Ability to read, write, and speak the English language fluently
- Ability to add, subtract, multiply, and divide numbers

Education and Experience: Associates degree in Accounting or related field. 1-3 years office work experience.

Physical Requirements:

Percentage of Work Time Spent on Activity

	0%-24%	25%-49%	50%-74%	75%-100%
<i>Seeing:</i> Must be able to read computer screen and various reports				X
<i>Hearing:</i> Must be able to hear well enough to communicate with employees and others				X
<i>Sitting:</i> Must be able to sit and work on a computer for the work shift				X
<i>Fingering/grasping/feeling:</i> Must be able to write, type, use telephone and calculator				X

Working Conditions: All tasks are performed in a heated, air-conditioned office on the 2nd floor of an office building in Harwinton CT. Access to the office is up a flight of stairs, with no elevator. The workstation is situated in close proximity to other employees.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.