

## **Staff Accountant-Experienced**

High-volume responsibilities for general ledger, journal entries, and monthly financial statements for association accounts. Strong Accounting skills Accrual Accounting Required.

- Other duties include posting assessments, capital contribution, and other fees
- Prepare monthly invoices or statements; posting interest and/or late fees to delinquent accounts; soft collections
- Ensure payments are posted correctly
- Pays vendors and prepare checks
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Verifies documentation (Certificate of Liability and W9 on each vendor)
- Support Auditors with appropriate documentation, reports and adjustments
- Thorough knowledge of prepaid schedules, payables, monthly financials and accrual method accounting
- Protects organization's value by keeping information confidential
- Excellent computer skills (MSWord and Excel), Data Entry, and Customer Service are essential for the key position
- Minimum AA Degree in Accounting or the equivalent in experience required

**Skills/Qualifications:** Tracking Budget Expenses, Attention to Detail, Thoroughness, Time Management, Analyzing Information, Vendor Relationships, PC Proficiency, Data Entry Skills, Accrual Accounting and Preparation of Monthly Financials a must. In exchange for your expertise and stable work history, we offer competitive pay, a comprehensive health care benefit package, 401k, vacation, and paid holidays.

Email your resume to: [cnash@sovereign-jacobs.com](mailto:cnash@sovereign-jacobs.com)