

# Accounting Specialist

## Job description

We are looking for a skilled Accounting Specialist to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Specialist responsibilities include vendor payments, keeping financial records updated, preparing reports, and issuing purchase orders. You will also utilize Bill.com to process vendor payments and QuickBooks Desktop to process purchase orders and other business transactions. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers.

## Required Skills & Experience

- Provide accounting and clerical support to the VP of Finance
- Daily data entry of financial transactions
- Process vendor payments utilizing Bill.com
- Review and process expense reports
- Reconcile general ledger accounts and credit card statements
- Issue purchase orders and match to packing slips and vendor invoices
- Assist with monthly, quarterly, and annual close procedures
- Maintain vendor files and W9's
- Process annual 1099's

## Preferred Skills & Experience

- 4-5 years of experience in accounting, bookkeeping or accounts payable
- Knowledge of Accounting responsibilities, systems, and procedures
- Proficiency with QuickBooks Desktop
- Hands-on experience with spreadsheets and financial report
- Competency in MS Office and/or Google Suite
- Excellent organizational skills
- High degree of accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Excellent problem-solving skills
- Excellent verbal and written communication skills with the ability to interact at all levels of the organization
- Ability to adapt to changing priorities, meet deadlines and work well under pressure

## Education Requirements

- High school degree
- Associate's degree or relevant certification is a plus

*Paradromics is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*

**Qualified candidates should send cover letter and resume to [HR@paradromics.com](mailto:HR@paradromics.com)**