



JOIN OUR TEAM

Position Opening: ***Accounting Assistant***

Position Description:

Fitz-Thors is seeking an **Accounting Assistant** to join our team to assist with project and financial reporting as well as managing payables/receivables, among other duties to help our team operate efficiently.

Roles and Responsibilities:

- Compile project reports, validate, and generate invoices based on report data
- Record general journal entries at the direction of V.P. of Finance
- Manage accounts receivable and ensure customer payments are received within terms
- Manage accounts payable and ensure vendor payments are made within terms
- Generate purchase orders as needed
- Track and record financial transactions in accounting software
- Reconcile account balances monthly
- Generate and file monthly sales tax filings
- Maintain confidentiality of all financial data
- Compile and prepare routine reports and summaries
- Assist team members when needed to accomplish team goals
- Reports to V.P. of Finance

Qualifications and Requirements:

- Must have prior accounting experience with understanding of Generally Accepted Accounting Principles (GAAP)
- Must be proficient in Microsoft Office applications
- Must have strong attention to detail with the ability to proof text accurately
- Must have excellent interpersonal and communication skills
- Must have excellent organizational and time management skills
- Must have excellent typing skills with high speed and low error rate
- Ability to work in a fast-paced environment with a variety of priorities while meeting daily deadlines
- Ability to work independently on assigned duties
- Working knowledge of general office equipment
- Experience with Quickbooks and Deltek VantagePoint accounting software (preferred)