



Junior Accountant

Department: Finance

FLSA Status: Exempt

Work Schedule: Monday to Friday, 9:00 am to 5:00 pm;

Effective Date: Immediately

Job Status: Full-Time

Reports To: Finance Manager

Positions Managed: N/A

Last Revision Date: February 4, 2023

POSITION SUMMARY:

The Junior Accountant is responsible for providing vital support to the Finance Manager. In addition, the Junior Accountant should look for ways to improve internal processes and procedures. Must have an eye for detail, a head for math, and a team-focused attitude.

ROLES AND RESPONSIBILITIES:

- Maintain general ledger and dashboard; record and document company financial transactions
- Assist in the cash and credit card reconciliation
- Back-up for daily cash deposits
- A/P coding
- Own and maintain the billing process
- Assist the Finance Manager in month end close procedures; including but not limited to booking journal entries, balance sheet reconciliation, and ad hoc reporting
- May assist in payroll duties
- Various reporting within the accounting software
- Filing sales tax in Tennessee and annual business licenses

REQUIREMENTS:

- 1-3 years experience in accounting field, preferably project accounting
- Bachelor's degree is highly preferred, additional relevant experience will be considered in lieu of degree
- ERP experience (NetSuite preferred)
- Knowledge of general accounting principles
- Intermediate excel experience
- Excellent time management and attention to detail
- Must protect company's confidential financial information
- Strong written and verbal communication skills
- Service Oriented
- Ability to learn new tasks quickly and work with little or no direction
- Ability to relate well to people and work effectively in collaboration independently and as part of a team
- Proficient computer skills, to include Microsoft Excel and Google Suite

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Must be able to sit / stand for 8 hours
- Walking, bending, light lifting up to 25 lbs.

Employee Name: _____

Employee Signature: _____

Date: _____