



Accounting Assistant (full-time)

Provides administrative support throughout the organization, working primarily with reports and documents associated with the accounting function. Position responsibilities include, but are not limited to, data entry, accounts payable and receivable, producing high quality presentations for Board meetings, and reconciliations.

- Performs Accounts Payable duties
- Performs Accounts Receivable duties
- Performs Payroll duties
- Performs heavy data entry
- Produces high quality, professional presentations for Board meetings, often under strict deadlines
- Performs monthly closing duties
- Reconciles general ledger accounts
- Supports Human Resources department and Executive Management
- Prepares reports as needed

The successful candidate will have the following education and experience:

- Associates degree or equivalent required.
- Minimum of three (3) years' experience in general accounting functions required.
- Previous experience creating high quality PowerPoint presentations required.
- Computer literacy required: Microsoft Office products (Excel, Word, Outlook). Experience in SAGE 100 or other accounting software preferred.
- Previous experience in manual invoicing and heavy data entry required. Experience in job cost environment preferred.
- Demonstrated history of regular and punctual attendance in a work environment required.
- Ability to effectively, concisely, and professionally communicate both verbally and in written form with co-workers, supervisors, customers, and vendors required.
- Demonstrated ability to handle confidential information required.
- Demonstrated ability to solve practical problems and resolve issues required.
- Extreme attention to detail and accuracy required.
- Ability to manage multiple tasks simultaneously, work under pressure and meet deadlines required.
- Ability to think independently and the self-awareness to know when to ask questions required.

Email resume to ssears@lcm-wci.com.

Lee C. Moore is an Equal Opportunity Employer