



CAREER OPPORTUNITY

Position: Accounting Specialist

Office: Milwaukee Office

Status: Full-time

Career Level: Entry Level

Reports to: Controller

Benefits: Profit Sharing, Community Involvement and Volunteer Opportunities, Full Benefits Package Including: Generous PTO/Holidays, Health Insurance, Dental Insurance, Life Insurance, Vision Insurance, 401K with a Friendly and Casual Work Environment



Job Description

The Accounting Specialist is an entry-level position that will perform accounting work to help in the finance area. Much time will be spent on accounts receivable functions, accounts payable functions, billing, statements and finance spreadsheets.

Duties

- Apply client deposits, process vendor payments, correct statements, create, maintain or update finance spreadsheets, backup to switchboard/reception area as needed, special projects as assigned
- Maintains strict confidentiality of information processed
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization
- Develop and maintain courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations
- Needs to work well in a team environment



Requirements

- Must be accurate, analytical, and have basic accounting skills
- Excellent verbal and written communication skill
- Excellent organizational skills and attention to detail
- Excellent time management skills and ability to prioritize tasks
- Proficient with Microsoft Office Suite, Excel, Internet
- Experience with Applied Epic Agency Management System is a plus, but not required