

LiquidFrameworks

Job Description: Staff Accountant

LiquidFrameworks seeks a high-performing Staff Accountant capable of delivering outstanding service to our growing business and large customer base. This position will report directly to the Assistant Controller and will play a key role in the daily accounting activities. The ideal candidate desires to develop full-cycle accounting, month-end close, GL reconciliation, and cash in/out flow skills. Additionally, the candidate must be able to work full-time (at least 40 hours or more), at the client's business location.

Key Responsibilities:

- Prepare semi-monthly and monthly invoices in QuickBooks
- Post and apply payments to customer accounts (check, credit card and ACH)
- Collaborate with Sales and Services departments for billing and sales order issues
- Communicate with customers regarding outstanding A/R balances
- Enter vendor and employee expenses in QuickBooks
- Prepare weekly check and wire runs
- Scan supporting documents to shared drive
- Assist departments with research requests and follow up for resolution
- Assist in monthly close activities including journal entries and reconciliations
- Assist in sales/use tax and financial audit requests
- Cross train to perform as back up for critical processes
- Perform all other duties as assigned or required

Education:

- Bachelor's degree in Accounting or Finance or working towards a degree

Experience:

- 1-2 years relevant professional experience in accounting
- Microsoft Office experience, emphasis on Excel, required
- QuickBooks experience strongly preferred
- Salesforce.com experience a plus

Application Instructions:

Please send resumes to chintz@liquidframeworks.com