

Accounting Specialist:

Summary:

Accounting Specialist maintains and supports accounting department by creating accurate and timely financial records for EtherWAN Systems. Accounting Specialist is also responsible for reviewing and monitoring fiscal transactions and reporting.

Job Duties:

- Responsible for accounting records, journal entries, accounts payable postings, and bank reconciliations.
- Process month-end closing procedures; generate journal entries and financial statements.
- Assist in budget development and monitoring by compiling and assessing related information.
- Monitor accounting transactions to resolve discrepancies and make reconciliation adjustments accordingly.
- Generate commission calculations.
- Assist with external audit requests as needed.
- Assist with tax return filings as needed.
- Assist with office administrative duties as needed.
- Perform other work-related duties as assigned
- Demonstrate initiative by understanding what actions need to be taken and completing the required tasks while seeking the perspective of others as required.
- Demonstrate an honest and forthright presence by taking responsibility for own mistakes and not blaming others, and by doing what he/she commits to doing.
- Work as a team player to make a difference within the business and express gratitude and appreciation to others who have provided information, assistance or support.
- Readily handle change through being open minded and curious in the face of new challenges.

Qualifications:

- Bachelor's degree in Accounting or related field (or equivalent experience).
- Minimum of 3 years of corporate accounting experience.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Advanced Microsoft Excel knowledge required.
- Attention to detail with a high degree of accuracy is essential.
- Exceptional analytical, organizational and project management skills.
- High level of accountability and ethics with the ability to raise issues or concerns.
- A team player with strong interpersonal, written and verbal communication skills.

Essential Job Functions:

- Must be able to sit for 4 hours at a time
- Must be able to look at a computer screen for 4 hours at a time

- Must be able to lift 15 lbs
- Comply with company dress code guidelines
- Punctuality
- Attendance in accordance with company policies

Director of Services

Date