Waughtal Management

Seeking an Accounting Assistant to provide support to all aspects of the accounting department on a day-to-day basis, assist in month-end closing, data entry, accounts payable and accounts receivable and provide clerical support with tasks such as matching checks and invoices, filing and other miscellaneous duties as assigned.

See www.fbrmgmt.com for more information on our company.

Job duties include, but are not limited to, the following:
- Perform various accounting support activities including A/P, A/R & bank reconciliations
- Preparing trial balance & basic financial statements
- Researching financial statements and/or financial spreadsheets for discrepancies
- Some administrative duties including filing, sorting mail, answering phones, ordering supplies

Qualifications:
- Must have at least 1 year of accounting/bookkeeping experience (Ideally in the construction industry) and 1-2 years of office/administrative support experience.
- QuickBooks & Excel experience are required
- Ability to multi-task & function effectively in a fast-paced, shared-office setting

Please e-mail resume to info@waughtal.com