

## **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](http://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](mailto:info@waughtal.com)