



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Staff Accountant

Description:

Preferred Personnel's client is seeking a Staff Accountant to join their team!

Job duties will include, but are not limited to:

- Prepare and data enter general journal entries
- Classify, code, and data entry for accounts payable including reconciling purchase orders
- Prepare and process billing and track accounts receivables
- Reconcile general ledger accounts
- Maintain fixed asset inventory policy and procedures
- Setup fixed asset inventory and conduct annual inventory
- Assist in financial reporting
- Assist in audit preparation documents
- Assist in budget process
- Assist in preparation of special reports such as cost data or payroll
- Perform related work as assigned

Qualifications:

The ideal candidate will have a Bachelor's degree in Accounting. Two to three years' accounting work experience is preferred. Experience in **GAAP, FASB, GASB and/or fund accounting a plus!** The ideal candidate will also possess PC Proficiency, confidentiality, and reporting skills. They must also be detail-oriented, possess time management and have good verbal communication skills. Candidate must be highly skilled in Excel.

Send resumes to ppi@preferred-personnel.com

Preferred Personnel was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

844-PPI-WORK

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