

AMP Services

<https://www.ampservices.com/job/staff-accountant/>

General Ledger Accountant

Description

Job Purpose: General Ledger Accountants prepare accurate and timely financial statements and documents. Responsible for performing balance sheet, revenue, expense, and payroll account reconciliations, as well as executing accounts payable and accounts receivable processes. General Ledger Accountants provide leadership for other Accountants by teaching them how to complete complex financial operations.

We are only hiring for this remote position in the following states: WA, CA, NY, NJ, AZ & GA.

Responsibilities

- Oversees payables, receivables, performs ledger work, produces financial information and cash flow management tools, full function staff accounting work.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet, profit and loss reports, and other financial statements.
- Prepares cash management reports used by clients. Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintains financial security by following internal accounting controls.
- Maintains financial historical records.

Qualifications

- We are only hiring for remote positions in the following states: WA, CA, NY, NJ, AZ & GA.
- Bachelor's Degree in Accounting required (Master's in Accounting preferred).
- 5+ years' experience working in a General Ledger Accountant or similar position.
- Experience with computerized ledger systems and accounting software.
- Administrative writing and excellent verbal communication skills.
- Strong problem solving and analytical skills.
- Ability to train, teach, and coach accountants on the team.
- Ability to function well in a team-oriented and deadline driven environment.
- High degree of professionalism and demonstrated business acumen.
- A passion for providing an excellent client experiences and service

Hiring organization

AMP Services

Employment Type

Full-time

Industry

Outsource Restaurant Accounting

Job Location

200 W Mercer Street, Suite 511,
98119, Seattle, Washington, United States

Remote work from: WA, GA, CA, AZ, NJ, NY