**We just recently had some position come available with SNI that we don’t typically see. I have listed a job description below as well. It is a long term position.**

JOB DESCRIPTION

Top Things Needed:

\* Minimum two years of experience in accounting/accounts receivable/accounts payable, and business administration

\* Excellent verbal and written communication skills and 10‐key proficiency

\* Experience with QuickBooks and Office 365 is required

Our client is seeking an Accounting Specialist who will be critical to business operations. This role requires high detail orientation and organizational skills with the ability to meet a constant stream of deadlines. Client relations, extreme trust, flexibility, and confidentiality are core skills in this critical role.

ESSENTIAL JOB FUNCTIONS

\* Maintains a professional attitude and works with integrity and responsibility

\* Prioritizes relationships and uses good judgment to do what is right for the client and their client

\* Manages Accounts Receivable/Payable and General Ledger as an end‐to‐end process

\* Reviews technician time logs to ensure consistency and professional appearance

\* Oversees the proper closing of service orders and verifies accuracy of billable hours

\* Responsible for invoicing labor and materials for all client accounts using QuickBooks

\* Manages billing questions and collection on past due accounts with proactive client care

\* Maintains recurring revenue records and ensures monthly revenue accounts are current

\* Logs invoice payments, deposits, and finance charges to applicable accounts

\* Manages supplier and vendor payments through check, credit card, and ACH processes

\* Manages corporate credit card expenses and employee expense reimbursements

\* Manages local and state sales tax payments as an end‐to‐end process

\* Manages all business insurance payments as an end‐to‐end process

\* Manages the reconciliation of all bank and credit card statements

\* Provides basic AP/AR, expense, and other financial reports to management

\* Works efficiently on independent and collaborative tasks

\* Other duties as required

QUALIFICATIONS

\* Education, Licenses, & Certifications

o Associate’s degree in Business, Finance, or related discipline. Experience in lieu of a degree may be considered.

\* Work Experience

o Minimum two years of experience in accounting/accounts receivable/accounts

o payable, and business administration

o Excellent verbal and written communication skills and 10‐key proficiency

o Experience with QuickBooks and Office 365 is required

Kind regards,

<http://www.snitechnology.com/>