

Job Description: Accounting & Administration

This position reports directly to the CFO of the organization. This is considered an important position within the organization. Company seeks an individual that can grow with the company and in related areas of responsibility.

Proficient Auto Inc. is looking for an individual with an accounting background and/or accounting experience within an organization where they are the primary accounting resource. A thorough understanding of Generally Accepted Accounting Practices is important.

A college degree in Accounting is preferred and a CPA credential is a plus, but not required. Equivalent work experience will be considered in lieu of.

This person must be experienced in using QuickBooks accounting software, or its equivalent, i.e. Peachtree accounting software package, and an expert in Excel spreadsheet software. Access database experience is a plus.

Primary Duties (Non Inclusive) include:

- Customer Invoicing
- Accounts Receivable & Reconciliation
- Accounts Payable & Expense Management.
- Accurate entry of all financial activities into quick books
- Daily Cash Reconciliation by Bank Account.
- Payroll
- Monthly Bank Statement Reconciliations
- Daily, Weekly, Monthly Financial P&L Performance Reporting.
- Weekly/Monthly forecasting
- Weekly and Monthly Accruals.
- Monthly Board of Directors Financial Statements.
- All other tasks or assignments as directed by CFO