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Category: other-general

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To assist in managing the credit risks through securing revenue, verifying and recording transactions accordingly and resolving discrepancies, in accordance with the company's policies and procedures.

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Responsibilities:

Coordinating accounting functions and programs.

Preparing financial analyses and reports.

Preparing revenue projections and forecasting expenditure.

Assisting with preparing and monitoring budgets.

Maintaining and reconciling balance sheet and general ledger accounts.

Assisting with annual audit preparations.

Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.

Preparing federal, state, local, and special tax returns.

Contributing to the development of new or amended accounting systems, programs, and procedures.

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Requirements:

Bachelor's degree in accounting or finance required.

3+ years of accounting experience.

Working knowledge of tax laws and GAAP.

Strong financial analysis skills.

Strong communication skills, both written and verbal.

Strong organizational and stress management skills.

Proficiency in Microsoft Office, particularly with Excel.

Ability to train and manage staff.

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