

Headline: Staff Accountant – Full OR Part-Time (Flexible days/hours) Kennett Square, PA

Job Description

Immediate opening for a Staff Accountant (16 to 32 hours per week, Flexible Hours/Days) in our Kennett Office

Job Summary To maintain financial records for our customers including bill pay, receivables management, payroll entries, and reconciliations. Prepare monthly financial reports.

Ideal Candidate Has thorough knowledge of accounting process and financial statements and is organized, focused, committed to accuracy, enjoys reconciling balances, team player, desire to learn, responsible, honest and highly dependable.

Why work for Paisley Solutions?

- Family oriented, relaxed atmosphere
- Flexible scheduling available to manage family responsibilities
- Opportunity to learn and enhance your skills
- Work independently but always have the support of the team!

General Duties

- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using one or more accounting software products.
- Prepares customer invoices and manages Accounts Receivable
- Reconciles bank and credit card statements
- Complies with federal, state, and company policies, procedures, and regulations.
- Manage and meet deadlines
- Maintain the integrity of confidential financial information
- Provide good customer service to clients

Job Qualifications

- Education: Associates or Bachelor's Degree in Accounting/Finance/Business
- Experience: 3+ years as a full charge bookkeeper staff accountant/accounting associate or Working knowledge of QuickBooks or other accounting software
- Proficient with Windows, Excel, Word, Internet and Email

Compensation Hourly rate will be commensurate with experience

Kindly send Resumes to mfranklin@paisleysolutions.com

www.paisleysolutions.com