

Position: Accounting Specialist
Reports to: TREX President/Executive Director
Direct reports: None
Hours: Full-Time
Company: Technical Registration Experts, Inc. (TREX)



Overview:

Established association management company seeks a motivated and enthusiastic individual to handle Accounts Payable and Accounting support services with our Accounting Firm. The ideal candidate would have at least 5 years of experience and demonstrate the ability to handle a variety of accounts payable, accounting and administrative tasks. The ideal candidate would be friendly, efficient and organized with the demonstrated ability to handle a variety of concurrent tasks. This position supports company growth and is an excellent opportunity for a dynamic professional which offers potential for career advancement within a growing client services business.

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Responsibilities:

For an experienced accounts payable/general accounting professional, the areas of responsibility for this position include, but are not limited to:

- Accounts Payable
 - Review and Approve Check Request Forms
 - Processing and mailing checks
- Client and staff communication regarding disbursements
- Entering deposits into QuickBooks
- Reconciling complex bills (ie. Credit Cards, Merchant Account Statements, Storage, Postage)
- Monthly bill reporting to clients (bill back charges) support
- General Accounting reconciliations and other client close support
- Client tax filing coordination and other compliance support

Education, Experience, Skills, Software Required:

- Bachelor's degree in accounting or equivalent experience
- Must be proficient in QuickBooks; YourMembership experience a plus
- 5+ years accounts payable and accounting experience
- Proficient in Microsoft Office Suite products (Word, Excel, etc.)
- Excellent written and verbal communication skills
- Detail oriented, able to multi-task and work within deadlines
- Must be able to work in a fast-paced environment, managing multiple projects at once.

To apply: Please email your resume and cover letter to Kimberly Miller at kmiller@trexexperts.com

Information about Technical Registration Experts, Inc. can be found on www.trexexperts.com