

Job Summary:

Jerry Hay, Inc. is seeking a detail-oriented and organized **Accounting Specialist** to join our team. This role is responsible for daily accounting transactions, managing accounts, and supporting our accounting manager with various financial tasks. The ideal candidate will have experience in accounting practices, strong organizational skills, and the ability to multitask in a dynamic work environment.

Key Responsibilities:

- **Daily Invoicing:** Prepare and issue invoices to clients timely and accurately.
- **Finance Contracts:** Process and manage finance contracts in accordance with company procedures.
- **Accounts Payable & Receivable:**
 - Post payments and commissions.
 - Issue checks for payments due.
 - Work with staff to monitor and follow up on outstanding accounts.
- **Accounts Reconciliation:** Reconcile accounts on a regular basis to ensure accuracy in financial reporting.
- **Reporting:** Run weekly, monthly, and annual accounting reports.
- **Journal Entries:** Process monthly journal entries as needed to maintain accurate accounting records.
- **Bank Errands:** Perform banking tasks, such as deposits and other related activities, as required.
- **Additional Tasks:** Assist the controller with any other tasks or special projects as requested.

Qualifications:

- Proven experience in accounting, bookkeeping, or a related field.
- Knowledge of accounting principles and practices.
- Proficiency in accounting software and Microsoft Office, especially Excel.
- Excellent attention to detail and problem-solving skills.
- Ability to manage time effectively and handle multiple tasks.
- Strong written and verbal communication skills.

Preferred Qualifications:

- Experience in a similar role or industry.
- Familiarity with finance contracts and reconciliations.

Benefits:

- Competitive salary based on experience.
- Medical, dental, and vision insurance.
- Retirement plan options.
- Paid time off (PTO) and holidays.
- Paid parking

If you are a motivated individual with a passion for accounting and want to contribute to the success of Jerry Hay, Inc., we encourage you to apply.

How to Apply:

Please submit your resume and cover letter to Grace@jerryhay.com