

Accounting Specialist

Reports to: AP Manager

Summary/Objective:

The Accounting Specialist will provide accounting support to major financial accounting areas, including the accounts payable desk, general ledger accounting, and account reconciliation.

Essential Functions:

- Provide timely and accurate payment processing by processing accounts payable checks semi-weekly.
- Daily sales imports.
- Input credit and debits to the accounting system in support of the payables work.
- Develop and maintain reports and files on the Accounts Payable processing.
- Input approved general ledger entries for account changes.
- Ensure accurate preparation and balancing for Cigarette, Liquor and Fuel tax reports. Develop and maintain regular reports via the company's accounting system.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Required Skills/Abilities:

- Knowledge of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Knowledge of office practices and clerical/accounting procedures.
- Ability to type at least 35 words per minute.
- Proficient in Microsoft Office Suite or similar software.
- Knowledge of accounting software.

Required Education and Experience:

- High school diploma or equivalent required, with bookkeeping/accounting coursework.
- 2-3 years of related experience required, such as: accounting or bookkeeping.
- Knowledge of accounting rules, regulations, policies, and procedures that is reflective of the financial services industry.

Salary Range

- This position has a salary range of \$22.00-\$25.00 per hour (DOE).

Benefits

- All full-time positions are eligible to receive the following: medical/dental/vision plan with employer contributions, 401k plan with employer match, supplemental life insurance, and tuition reimbursement. For other benefits that may be included with this position, please reach out to the MCEC Human Resources Department.

MCEC is Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.