Accounting / Secretary

Job Description

Title: Accounting / Secretary

Department(s): General

Reports to: CEO / Manager

Location: Bozeman, Montana

Job Type: Full Time / Part Time

Salary: $10.00 - $12.00 DOE

Job summary

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

Provide personal administrative support. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction.

Summary of essential job functions

- Answer phone calls-Emails/ relay messages
- Schedule appointments and track calendars
- Schedule travel arrangements
- Use Quick books/ tracking and accounting of business financials and billing
- Organize and file documentation
- Work with and submit complete corporate financial records for CPA
- Submit and receive document billing/application and filing for business transactions
- Answer simple inquiries related to business workings and project premise
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- File and complete documentation for employee status with State, Local and Fed departments
- Receive and mail packages and letters
- Track and follow up on shipping and receiving
- Be a cheerful representative of the company and relay a helpful and accommodating environment
- Other duties as assigned.

Minimum requirements

1. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Knowledge of financial and accounting software applications. Knowledge of federal and state financial regulations. Ability to analyze financial data and prepare financial reports, statements and projections.

2. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 60 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.

3. Work requires willingness to work a flexible schedule.

Other

1. Develop the annual operating budget and consult with departmental management on the fiscal aspects of program planning, salary recommendations, and other administrative actions.

Contact information

To apply, please submit your resume to jobs@adiochain.com or contact for further inquires.

EOE