



## **Job Title: Accounting Representative (Contract)**

### **Job description**

Resource Management Group is seeking experienced candidates for the position of Accounting Representative for one of our clients in the downtown Memphis, TN area. Please review the list of qualifications. The successful candidate will be part of the Accounting Department and perform the following duties:

- Assist with compiling documents and basic accounting duties
- Perform clerical and accounting support functions
- Post, balance and calculate various accounts and general ledgers
- Prepare journal vouchers and worksheets, maintain ledgers, files, records and statements
- Reconcile accounts; audit and correct reports
- Enter and retrieve data
- Develop and maintain working relationship with customers; answer customer inquiries
- Maintain and support customer accounts by building excellent rapport & confidence, identifying their needs, and taking action to resolve the issue
- Provide excellent customer service through active listening on every interaction
- Operate office equipment such as computer, calculators, etc.
- Perform other duties and special projects as assigned timely and accurately

### **Qualifications**

- 2 plus years accounting experience
- Knowledge of Basic Accounting Principles and Cost Accounting
- Basic Microsoft Excel skills
- Ability to make mathematic calculations with speed and accuracy
- Ability to perform routine repetitive duties quickly and accurately
- Must have excellent customer service, effective communication skills (written and verbal)
- Must be reliability/availability and excellent attendance
- Must be able to work with little to no supervision
- Associate or Bachelor's Degree in Accounting or related field **preferred**

Job Types: Part-time, Contract

Salary: \$23.00 per hour

Physical setting: Office

Schedule: Monday to Friday

Education: Associates or Bachelor's (Preferred)

Experience: Accounting: 2 years (Required)

- Accounting software: 2 years (Required)
- Microsoft Excel: 2 years (Required)
- Cost accounting: 2 years (Required)
- Work Location: In person