

618 Consulting is a growing firm providing accounting and consulting services at various levels for businesses looking for top quality accounting at a fraction of the full-time employee costs. Services include bookkeeping, fractional CFO services, interim accounting staff positions, oversight of existing accounting departments, financial presentations, board education and training, strategic planning, and other accounting related project-based services. Our focus is nonprofit and small to medium sized business, including start-ups.

618 Consulting is looking for an ambitious, part-time Junior Accountant to provide support by managing a variety of accounting tasks including regular client assignments and special projects. The ideal candidate will be well-versed in Accounting principles, able to work comfortably with numbers, and have strong attention to detail. It will require the ability to multitask, work with a variety of different accounting software, and work in several types of industries. Our current client base includes for-profit and not for profit entities in various industries.

The goal is to contribute to the overall efficient operation of 618 Consulting, and may include some administrative responsibilities.

Job Responsibilities include:

- Accounts Receivable processing
- Accounts Payable processing
- Bank Reconciliations
- Month End Close processes, including recurring journal entries
- Assist with processing balance sheets, income statements and other financial statements, as needed
- Assist with reviewing expenses, payroll records, as needed
- Assist with client budget process, audit preparations, Form 990 filings (we do not file for profit entity taxes)
- Administrative Support to the CEO

Requirements:

- Successful completion of Intermediate Accounting I and II, declared Accounting major, and a GPA of at least 3.0
- Excellent organization skills and attention to detail
- Good with numbers and figures and analytical acumen
- Good understand of accounting and financial reporting principles
- Excellent knowledge of Microsoft Office

This position is ideal for an intermediate to advanced accounting student (undergraduates must be at a Junior level) who is interested in a career in industry and is on a CPA track. Flexible hours available, will accommodate school.

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