

General Accountant

Knowledge of complete accounting cycle and maintaining general ledgers, that includes:

- Prepare analysis of accounts. Monitor accounts to ensure payments are up to date. Reconcile vendor statement, research, and correct discrepancies. Actualize vendor file maintenance. Communication with vendors and respond to inquiries. Receive and verify invoices and requisitions for goods and services. Verify that transactions comply with Lines' financial policies and procedures. Data enter invoices, prepare monthly reports and invoicing for mailing. Verify aging accounts receivable, maintain updated customers files. Prepare deposits, Quarterly Returns & Payroll. Bank reconciliations. Prepare audit analysis.

Qualifications:

- Bachelor's Degree in accounting or Finance Degree.
- Fully Bilingual
- Knowledge of complete accounting cycle, use of SURI and maintaining general ledgers.
- Proficient in MS Office (Excel, Word, Outlook)
- Excellent interpersonal skill, analytical and problem-solving skills, effective verbal and listening communications skills, attention to detail and high level of accuracy.

COVID-19 Precaution(s):

- Personal protective equipment provided or required.
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Benefits (Waiting period may apply)

- 401(k)
- Health & Life Insurance after probatory period

Qualified candidates looking for a dynamic work environment must send resume to humanresourcesisa2020@gmail.com. We are an Equal Employment Opportunity Employer (F/M/V/D).