

Responsibilities include:

- Accounts Receivables & Accounts Payables
- Track and manage financial data.
- Data Entry daily transactions
- Enter and process payments for all vendor bills and reimbursements.
- Identify and analyze transactions for proper account coding
- Answer emails/phone calls/visits from customers with questions about their statements/charges.
- Process bank drafts & credit card payments bi-monthly and monthly.
- Monitor credit card purchases and payments to maintain available credit.
- Upload deposits and purchases from 3rd party programs into QBS.
- Process Payroll taxes
- Deposit checks remotely
- Support Director of Finance