



# WE CAN HELP YOU HIRE...

...for all of your entry-level Accounting roles!

## ACCOUNTING ASSISTANT

- Reviewing vendor statements
- Processing weekly bills
- Invoicing clients
- Working directly with Accounting Management



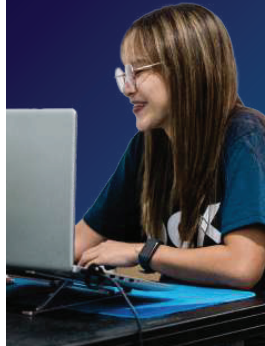
## AUDITOR

- Preparing balance sheets and audit statements
- Preparing all documents related to finance
- Providing a qualitative and quantitative evaluation
- Improving organizational efficiencies through financial modeling



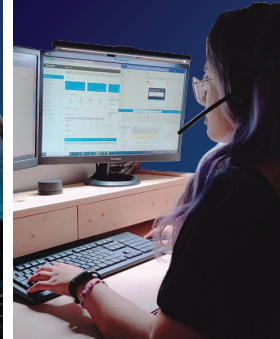
## AP SPECIALIST

- Invoice vouching
- Vendor management
- Expense reconciliation and tracking
- Reporting



## AR SPECIALIST

- Invoicing
- Payment processing
- Managing collections
- Customer relations
- Reporting



## FINANCIAL ANALYST

- Measuring financial risk
- Modeling and reporting
- Evaluating historical and current financial data
- Preparing financial documents to assist with strategic initiatives



## INVOICING SPECIALIST

- Uploading invoices into ERP
- Verifying accuracy of billing data
- Posting corrections and credit memos
- Reporting



## BOOKKEEPER

- Checking accounting records for accuracy
- Tracking invoices and payments
- Maintaining a system for organizing company documents
- Recording daily financial transactions
- Updating a general ledger



## JUNIOR ACCOUNTANT

- Financial reporting and analysis
- Tax compliance
- Budgeting and forecasting
- Cash management
- Financial strategy

