

Accounting Assistant

Description:

CNP is seeking a skilled Accounting Assistant to perform a variety of financial duties and assist the company controller. CNP is a fast-paced entrepreneurial environment experiencing rapid growth. Candidates should have solid financial and accounting skills, demonstrate advanced and proven technology skills, and be willing to work in an environment where teamwork and relationship skills are critical to success. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers. Ultimately, a successful Accounting Assistant will ensure that the company's daily accounting functions run accurately and effectively.

Duties & Responsibilities:

Assisting and supporting the company controller in all aspects of accounting and financial management of the company

- Invoicing
- Cash Receipts
- Cash Disbursements
- Sales Order Review and Processing
- Payroll
- Commissions Received and Paid
- Sales Tax
- Financial Analysis
- Bank and Credit Card account reconciliations

QUALIFICATIONS:

College degree and/or 5+ years of experience in Operations, Accounting, Finance, or other business-related fields

Proficient in Microsoft Office- specifically advanced Microsoft Excel skills

Strong QuickBooks or other financial accounting system experience

Strong focus on learning, leading, and quickly adapting to change – specifically rapid learning of new software and technology

Highly detail oriented and organized with strong analytical and problem-solving skills

Ability to manage multiple deadlines, prioritize and multitask, with a positive attitude

Excellent communication and interpersonal skills with a customer service focus

Exceptional time management and verbal and written communication skills

Professional manner and a strong ethical code.

Willing to assist and perform other critical duties as needed across the business as conditions require