



Accounting Specialist Job Description

QuickPay Funding Summary:

Based in sunny San Diego, QuickPay Funding, LLC was created to fulfill the factoring needs for our clients that operate in cash-intensive industries. Our company was launched by an experienced management team with many decades of hands-on business experience in the industries we target. Our objective is to offer best-in-class services and partnerships with our clients, treat our employees fairly and professionally, and to provide an excellent financial return to our shareholders. We offer a professional work environment with growth opportunities. As we grow, so will your career with us.

Accounting Specialist Summary:

We are looking for a dedicated accounting professional to support our business and growth. The ideal candidate will have thorough knowledge and understanding of U.S GAAP, Quickbooks, Microsoft Office Suite. Experience with accounts payable and accounts receivable along with other administrative duties is key for an accounting specialist.

Accounting Specialist Job Duties:

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Recommend financial actions when analyzing accounting options for the company.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statements
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Maintain financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

Required Skills and Experience:

- Bachelors Degree
- 1-3 Years of related job experience
- Proficient knowledge of Quick Books
- Experience using Microsoft Word, Excel, and Powerpoint
- Experience using payroll systems
- Ability to work overtime as needed
- Attention to detail
- Deadline-Oriented
- Compliance with U.S GAAP regulation
- Confidentiality
- Data Entry Management

Position:

Full Time/ Regular

Location:

San Diego, California, United States