



ACCOUNTING ASSISTANT
LEXINGTON, KY

RESPONSIBILITIES INCLUDE

- Provide support to the Accounting Department
- Record and file vendor invoices
- Record credit card statements
- Record and pay expense reports
- Prepare customer invoices and record
- Working closely with CFO and President
- Prepare various excel reports for CFO and President
- Record customer payments and produce daily deposit report
- Record daily bank transactions
- Abiding by all company procedures and accounting principles
- Communicate effectively with Division Heads regarding invoicing

INTERPERSONAL SKILLS REQUIRED

- Exceptional organization
- Time management
- Excellent communication skills both verbal and written
- Attention to detail
- Experience in accounting software
- Professional manner and strong ethical code
- Ability to work efficiently and accurately

WORK EXPERIENCE REQUIREMENTS

- Minimum 2 years' experience in accounting, bookkeeping or related field
- Proficient in Microsoft Office, including Word, Excel, and Outlook
- Must be authorized to work in the U.S.

EDUCATION REQUIREMENTS

- High School Diploma is required, however more education and experience are generally preferred

BENEFITS

- Medical, Dental, & Vision Insurance
- Long Term and Short Term Disability
- Life and AD&D Insurance
- Paid Holidays, Vacation, and Sick Days
- Discounted gym membership
- 401 (k) Savings Plan

Compensation will be commensurate with experience.

Send resumes to: Jennifer Sizemore – jsizemore@bciaep.com

www.brandstettercarroll.com