Job Description:

Provides financial information to the organization by maintaining and reconciling accounts, analyzing account receivables and payables, analyzing expenses and income transactions.

Calculation and maintenance of sales tax records and other taxes payable.

Summarizes current financial status by analyzing general ledger accounts; compiling and submitting financial statements.

Reconciles financial discrepancies by collecting and analyzing account information.

Reconcile day to day store activities and filing of supporting documents for tax purposes.

Provides IT support to store level activities and reporting.

Maintaining Inventory controls throughout the chain of stores.

Qualifications:

* Must have a Bachelors’ degree in Accounting.
* Should have at least a year of work experience in Book Keeping & Accounting.
* Knowledge of basic tax laws and have the ability to research and find solutions to different Tax situations.
* Must be capable of working in a team environment.
* Must be a detail oriented, self-starter and able to work with little supervision while maintaining goals/tasks.
* Must be proficient in QuickBooks and have good PC skills to include all MS Office products with extensive knowledge of Microsoft Excel.
* Must be knowledgeable of GAAP.
* Must have good written and verbal communication skills and be able to effectively communicate with staff, management, customers and vendors.
* Must possess sound reasoning skills and have the ability to follow directions.