ClearChoiceMD, LLC
Junior Accountant

Job Description

General Purpose
This person is responsible for the general accounting function for the company, at the corporate level, and is responsible for maintaining the books and accounting records for both the LLC and PLLC.

Responsibilities
- Prepare journal entries
- Maintain accounts payable ledger and cash requirements
- Review and analyze all accounts payable invoices, and prepare for payment
- Complete general ledger operations and closing functions
- Reconcile and maintain all balance sheet accounts
- Reconcile all cash accounts on a monthly basis
- Performs budget variance analysis
- Assists in the preparation of internal financial statements
- Assist in preparing budgets and cash flow forecasts
- Assist with preparation and coordination of year-end tax returns

Key Competencies
- Accuracy and strong attention to detail
- Self-motivated, works independently with minimal supervision, and has a strong desire to learn
- Organized and efficient
- Good communication skills
- Likes problem solving and recommending solutions
- Maintains confidentiality at the highest level
- Works well with others and is committed to teamwork
- Enjoys a small company atmosphere
**Education & Experience**

- Bachelor’s degree in accounting
- Good working knowledge of accounting principles and practices
- Strong analytical skills
- Proficient in MS-Word and MS-Excel Spreadsheet Applications
- Some prior experience in general accounting, 2-3 years preferred
- Knowledge and experience with accounting computer applications and software

*Salary commensurate with experience. We offer a competitive benefits package including health, dental, vision, PTO, STD/LTD, Life, and 401K with company match.*

If interested please forward your resume to info@ccmdcenters.com