



JOB OPPORTUNITY ANNOUNCEMENT

TITLE: Accounting Specialist

DATE: June 19, 2017

REPORTS TO: Assistant Controller

DUTIES & RESPONSIBILITIES

- Process vendor invoices for payment and code appropriately to the General Ledger
- Review and process employee expense reports
- Resolve invoice and employee expense report payment issues
- Follow up with all departments to ensure invoices and expense reports are submitted timely
- Prepare monthly and quarterly invoices for vendors and ensure payments are received and recorded timely and accurately
- Reconcile general ledger payable and receivable accounts
- Track and reconcile daily transactions on the corporate credit cards for month-end-close
- Reconcile general ledger accounts
- Assist with month-end close process
- Assist with the annual year-end audit
- Assist with other accounting duties as needed

QUALIFICATIONS

- Bachelor's degree in accounting, business or finance, and a minimum of one year of experience in accounts payable and accounts receivable
- Intermediate level of computer skills including experience with MS Office Word and Excel
- Ability to establish effective working relationships within the Company and with vendors
- Ability to work independently and carry out assignments with minimal supervision
- Ability to prioritize assignments and commitment to meet deadlines
- Strong degree of accuracy, reliability, sound judgment, attention to detail and ability to organize multiple sets of data and files
- Strong organizational, interpersonal, and communication skills

To apply, forward your resume and salary requirements to Human.Resources@UATP.com.