



Accounting Specialist

Department: Accounting

Reports to: Accounting Manager – Yena Bollinger

Job Description

This full-time position will work with others in the department in the areas of accounts receivable, billing, and month end reconciliations. The ideal candidate will be able to apply accounting procedures in a fast-paced environment. A high degree of accuracy, high attention to detail, professionalism, and cooperation with others is expected.

- Reconciles portion of client's media bills against their budget recaps
- Manages Media department invoice discrepancies
- Enters media invoices for gross clients into Intacct
- Prepares billing packets with digital invoices and budget recaps
- Prepares and distributes monthly client billing
- Prepares and sends all direct mail/out-of-cycle invoices
- Various month end analysis
- Manages record of outstanding invoices in regards to client meeting checklists
- Completes Journal Entries throughout month as needed

Qualifications

- Bachelor's degree in business related field
- 2+ years' work experience
- Experience and confidence dealing with budgets/numbers
- Proficient in Microsoft Office programs and ability to learn in-house software and platforms
- Enjoys repetitive work and tasks
- Organized with high attention to detail and accuracy
- Ability to work well under pressure and meet deadlines
- Self-starter and proven ability to work with minimal direction
- Ability to independently handle difficult and sensitive business situations
- Advanced level of proficiency in software (MS Word, Excel, PowerPoint, Outlook)
- Demonstrated ability to take initiative and work independently
- Positive team player