

JOB DESCRIPTION: Finance Specialist-

Description: The Finance Specialist will report to the Finance Director. The Finance Specialist will assist in any or all of the facets of Finance including but not limited to: Payroll, Accounts Payables, Accounts Receivables, Budgeting and Forecasting, Expense Management, Cash Management, Taxes, Internal Audits, Cost Accounting, Fixed Assets Accounting.

Responsibilities:

- Administration and documentation of all salaries, wages, bonuses, deductions (payroll taxes, garnishments, social security, benefits), and workers compensation of all employees.
- Generate A/R invoices ensuring contractual compliance.
- Generate Purchase orders for internal approval & tracking of large expenses.
- Manage and accept all incoming payments from customers.
- Receive and verify incoming bills, log into accounting system ensuring proper job costing accounting, and ensure timely payment.
- Manage employee reimbursements, review, verify, document.
- Manage credit card entries, reconciliations, and proper job costing.
- Assist Director with cash flow entries.
- Assist Director with Budgeting and Forecasting.
- Manage multi-national State TAX accounts and IDs.
- Manage audits for state UIC, insurances, etc.
- Generate Payables reports and other reports as requested.
- Other tasks as assigned.

Qualifications:

- Accounting Degree or background, with minimum 3 year experience preferred.
- Experience with Paylocity and Quikbooks a plus.
- Strong MSOffice skills: MS Word, Excel, Powerpoint, Outlook.
- Excellent interpersonal and communication skills with management and staff and customer relations.
- International contracting a plus.

Additional Essential Job Duties:

- Exercise excellent customer service skills.
- Excellent communication and time management skills and possess a high level of organizational ability.
- Attention to detail due to various factors affecting contract entitlements.
- Possess troubleshooting, problem solving, and creative/innovative thought processing skills.
- Understand office formats and procedures.
- Demonstrated leadership skills and ability to document and implement processes and procedures.
- Self motivated and self-directed

Interested candidates, send your resume to [Aeolus.Recruiting@aeolusinc.net](mailto: Aeolus.Recruiting@aeolusinc.net)

***Seeking candidates immediately**

