



DWIGHT CAPITAL

Jr. Accountant

Role & Responsibilities

- Prepare and maintain accounting ledgers
- Manage accounts payable
- Monitor, document, and track vendor invoices
- Prepare and submit application fees
- Process monthly and quarterly billing
- Bank reconciliations
- Assist with external audit data collection
- Strong Excel skills
- Report directly to the Chief Financial Officer

Required Experience & Skill Sets

- Must be a go-getter and take initiative to solve problems
- Have/or working towards a degree in accounting
- Good GAAP and financial reporting skills
- Strong accounting skills and attention to detail
- Experience working with a team
- Strong communication skills with banking institutions, vendors, and internal staff
- Ability to prioritize tasks with strong time management skills
- Ability to troubleshoot issues independently
- Experience with Microsoft, Word, Excel, QuickBooks

Overview of Benefits

- 401(k) & profit-sharing programs
- Healthcare Plan including dental & vision, as well as HSA account options
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commiserate with experience & tenure
- Transit & parking pre-tax plans with company subsidy where eligible
- Fully stocked kitchen (Kosher & Non-Kosher) as well as food delivery several times a week
- In-office services such as chiropractor, nail, & hair appointments on a monthly basis