

Assistance Accounting Manager

Our Accounting dept. needs a reliable Accounting Assistant who will be capable of learning our system with minimal supervision. He or she should be extremely organized and have great time management skills. If you're hoping to join an established firm with excellent benefits, we'd love to hear from you.

• Job Description

- Matching Trial Balance for Branch Financials and Support and Assist to Company Controller
- Working daily book entries and reconciliations
- Complying various accounting and internal reports

• Qualification

- Entry Level or less than 3 years experienced
- Bachelor Degree on Accounting or related areas preferred
- Strong GAAP knowledge preferred
- Professional communication and interpersonal skills, detail orientation and strong organized team work REQUIRED

• Benefits

- Paid Vacation, Paid Sick Leave
- Medical and Dental Insurance benefits after probation
- IRA
- Industry competitive pay

• APPLY

- Please send all your resumes via e-mail: **job@cdsus.com**