

Accounting Assistant

This position reviews client accounting data from multiple sources and then inputs the appropriate data into our proprietary software for analysis. The Accounting Assistant typically reports to the Operations Manager.

Position requires a high school diploma and 3 years relevant experience, or equivalent. Work in a team setting using proprietary software platform.

Working Conditions:

This is a position performed in an office setting between 8 a.m. and 5 p.m.

Requirements:

All staff must maintain the highest levels of data security and client confidentiality.

Functions and Tasks:

- Reads financial reports and interprets the various styles of client data for input into the RAI Stone format
- Enters data from the Income Statement, the Balance Sheet, industry benchmarks, and the business profile received through a variety of mediums
- Tracks and verifies quality of data entry from all sources
- Resolves problems regarding the data
- Performs basic mathematical calculations
- Assists Financial Analyst as part of a team
- Communicate clearly with RAI Stone staff in processing of client data

Skills and Qualifications:

- High School graduate or higher and three years accounting experience; or education and experience equivalent to a two year accounting degree
- Must understand general accounting principles and procedures
- Proficient with Excel and able to create financial models
- Small Business Accounting software experience (required)
- Accuracy of data entry and ability to reconcile work and balance amounts accurately

About RAI Stone Group

We are dedicated to providing affordable and practical business financial intelligence and direction that Trusted Advisors can provide to their small business clients to give them a competitive edge, formerly only enjoyed by the larger firms.