



Critical features of this job are described under the headings below. Beacon Industries, Inc. reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

Job Title:	Accountant
Department:	Accounts
Reports To:	
FLSA Status:	U.S Citizen / Green card

**Position Summary:**

We are seeking a detail-oriented Accounts Assistant to join our team. The ideal candidate will have a strong background in math, financial analysis, and account management. This position offers an opportunity to work in a dynamic environment supporting the financial operations of the organization.

**Sample Job description for Accounts:**

- Assist in financial data entry and maintenance of accounting records
- Conduct financial analysis and reporting
- Process loans and assist with financial transactions
- Communicate with vendors, clients, and internal teams regarding financial matters
- Support Education Administration with financial services
- Utilize accounting software such as PeopleSoft and Ellucian for data management
- Collaborate with the finance team on various projects

**Experience:**

- Proven experience in accounting or finance-related roles
- Strong mathematical skills for accurate calculations
- Ability to communicate effectively with team members and external stakeholders
- Familiarity with loan processing and financial analysis
- Knowledge of account management principles
- Proficiency in using accounting software like PeopleSoft and Ellucian

Join our team as an Accounts Assistant to contribute to the financial success of our organization while gaining valuable experience in finance and accounting.