



Now Recruiting!

GL Accounting Assistant

Reports to: Accounting Manager
Classification: Full-time Staff; Non-Exempt

Job Summary: The General Ledger Accounting Assistant performs a variety of general ledger accounting duties including preparing monthly journal entries, preparing account reconciliations, computing compensation, preparing accounting related reports and updating subsidiary ledgers as required. The accounting assistant should have accounting related experience and an associate degree or equivalent.

Job Responsibilities and Duties:

- Prepares required reports and journal entries from subsidiary systems and reconciles to summary reports. Submits to manager for review and approval by required deadline.
- Prepares miscellaneous journal entries for manager review, posts approved entries and verifies GL balances before month end close is completed.
- Prepares monthly GL account reconciliations and submits to manager for review
- Prepares accurate and timely expense variance explanations, communicates with management team to confirm variances as needed and submits to manager for review and approval.
- Provides assistance to management team and the administrative team and communicates effectively.
- Assists in preparation of monthly financial reports as needed and submits to manager for review and approval
- Uses accounting systems in an accurate and efficient manner in order to meet deadlines.
- Maintains records in an organized manner according to accounting department requirements
- Assists with operating and capital budget preparation as required

Knowledge, Skills, and Abilities: Excellent organizational skills. Excellent interpersonal skills, including verbal and written communication. Comfortable working in a fast-paced environment. Proficiency in using computers, copy machines, fax machines, and Microsoft Office, including SharePoint. Ability and willingness to learn new software. Ability to maintain professional composure under pressure.

Qualifications:

Required: Experience in accounting required. Extensive experience using Excel required

Preferred: Associate Degree or equivalent in accounting preferred

Review of applications will begin immediately. Applicants should submit an online application for employment, cover letter addressing qualifications for the position and curriculum vitae or resume at <https://pm.healthcaresource.com/cs/samc/#/job/15352>

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ACOM MISSION

The Alabama College of Osteopathic Medicine will provide quality, learner-centered osteopathic education, research, and service, while promoting graduate medical education, with emphasis on patient-centered, team-based primary care to serve the medically underserved areas of Alabama, the Tri-State area and the nation.