Jewelry Company is looking to hire Account Assistant/Bookkeeper

Job Description:
The Account Assistant will be responsible for - Preparation and manage the monthly Bank reconciliation statements, FedEx and other business bills reconciliation and payments, Journal entries, Invoicing and Memos, Inventory check and control, office supplies & orders, Analysis of large spreadsheets on regular basis.

Required skills:
An Associate Degree in Accounting – but not required, Strong Analytical Skill Candidate should have experience and knowledge of generally accounting principles and practices (Minimum of 1 year of finance or related work experience)
Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, and email and/or database software necessary to perform work assignments.
High level of attention to detail and accuracy, Great planning and organization skills & must be able to multi-task and adjust to new situations quickly
Knowledge of Diaspark is a plus, but not required, Experience in general office duties clerical accounting