

# Accounting Assistant

Eleven Talents, LLC – Omaha, NE

## Job Description

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Homebuyers Incorporated is a family of diversified companies all related by the growing real property industry. If you're hard-working and dedicated, Homebuyers Incorporated is a perfect place to begin your career. Our Accounting Department is searching for an entry level Accounting Assistant to support team members with administrative accounting needs.

### Essential Functions and Responsibilities include, but not limited to:

- Provides administrative support duties related to Accounts Payable and Accounts Receivable areas including check preparation and distribution;
- Scans invoices to PO Tracking and updates with invoice amount;
- Enters invoices into QuickBooks when approved for payment;
- Codes VISA receipt transactions for job costing daily;
- Enters and reconciles utility accounts;
- Responsible for following established procedures to process expense reports/reimbursements along with multiple credit card account reconciliations;
- Accurately enters data for each check received into appropriate account;
- Deposits checks into bank accounts via in-house banking technology;
- Performs administrative duties such as filing, photocopying, scanning and composing correspondence;
- Precisely follows processes, procedures and internal controls;
- Ability to fulfill hours associated with a full-time position with the flexibility to work additional hours on an occasional basis;
- Other duties as assigned.

### Education, Qualifications and Skills:

- High school diploma required, associates or bachelors degree in Accounting, Bookkeeping, Finance or similar field a plus! An equivalent combination of education, training and experience can be substituted;
- 1-2 years of experience in Accounts Payable or other accounting position; small business experience a plus;
- Must have understanding of Quick Books;
- Strong command of Microsoft Office applications with emphasis in Excel skills;
- Excellent attention to detail and organizational skills required;
- Successful time management skills to effectively and efficiently meet deadlines;
- Ability to work independently on assigned duties;
- Must be able to prioritize and complete day to day responsibilities;
- Strong verbal and written communication skills needed
- Position requires sitting for extended amounts of time viewing computer screen.

This full-time position offers a highly competitive benefits and compensation package including two group health insurance options: PPO or HDHP plans, dental, vision and voluntary life insurance at nominal costs as well as additional individual policy offerings of Direct Primary Care, Accident, Critical Illness and Hospitalization plans. Also available are Flex Spending Accounts (medical and dependent care) and/or an HSA account (with an HDHP). Company paid benefits include a \$50K Life/AD&D Plan, Short and Long Disability Insurance plans, 401(k) with matching provision, unlimited vacation policy, 5 sick days per calendar year, 8 1/2 paid holidays and working in a collaborative, high energy team environment. This is a GREAT opportunity for the right person! Apply now!