

Accounting Specialist

Facilisgroup is a fast-moving innovative SaaS company located in St. Louis, Missouri. We are looking for an enthusiastic self-starter who loves to learn and work with people. This individual will have a full-time position working with the finance team to assist in finance initiatives while being instrumental in the day-to-day.

The Accounting Specialist is a critical role that will provide support to major financial accounting areas, including analysing information, maintaining complete and accurate records, assist with routine accounting duties, and provide prompt, courteous responses to inquiries or complaints from clients, vendors, and lenders.

This position reports to the VP of Finance.

Responsibilities:

- Using documents to verify, record, and process transactions.
- Maintaining accurate and complete records, including ledgers, journals, invoices, receipts, and information related to clients and vendors.
- Speaking with vendors to ensure charges are accurate and that payments are received in a timely manner.
- Communicating with clients to discuss account statuses, charges, or discrepancies.
- Submit and reconcile expense reports.
- Assist in the preparation of regularly scheduled reports.
- Records management

Qualifications:

- Minimum Associates degree in Accounting, Finance, or related field.
- Understanding of accounting principals
- Be organized and detail oriented.
- Exceptional time management, communication, and problem- solving skills.
- Strong math and research skills.
- Basic computer skills with knowledge of bookkeeping software.
- Ability to accurately and efficiently analyse data.

We would like to thank all applicants for their interest, however only candidates under consideration will be contacted. To apply for this position, please submit a resume to hr@facilisgroup.com

Equal Opportunity Employer

Equal Opportunity Employer Facilisgroup is committed to treating everyone with dignity and respect. All applicants will be considered for employment without attention to race, ethnicity, age, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, or criminal history.

Facilisgroup believes in “fair chance hiring “and reserves the right to administer a criminal background check upon hiring and review criminal history.