



Accounting Specialist

Description:

The Accounting Specialist plays a key role in supporting the finance department by performing a wide range of accounting, financial, and administrative tasks. This position is responsible for maintaining accurate financial records, managing general ledger activities, and executing detailed accounting functions, including reconciliations, accounts payable and receivable, and financial reporting. Additionally, the role involves assisting with internal audits to ensure compliance with company policies and regulatory standards.

The Accounting Specialist role requires strong attention to detail, a commitment to accuracy, and the ability to work effectively in a fast-paced environment.

Reporting Structure: Reports directly to the Vice President of Finance and Administration.

Responsibilities:

- Maintain and reconcile the general ledger, ensuring accuracy and completeness of financial records.
- Process accounts payable and accounts receivable transactions, including invoice verification, payment processing, and collections.
- Prepare financial reports, summaries, and statements for internal and external stakeholders.
- Assist with monthly, quarterly, and year-end closing processes, including journal entries and financial analysis.
- Conduct bank and account reconciliations to ensure alignment between financial records and actual transactions.
- Maintain organized financial documentation and records for auditing and reporting purposes.
- Identify opportunities for process improvements and contribute to the implementation of best practices in financial operations.
- Support administrative functions and perform additional tasks as needed to assist the finance team.
- Generate and process monthly billing for accounts receivable, ensuring accuracy and timely invoicing.
- Organize and maintain filing systems, both digital and physical, for financial and administrative documents.
- Assist in maintaining and updating employee records in accordance with company policies.
- Ensure state and federal HR postings are up to date and in compliance with labor regulations.

**Qualifications and Skills:**

- Understanding of GAAP accounting principles
- Familiarity with QuickBooks, Microsoft Excel, and Microsoft Outlook
- Strong written and verbal communication skills
- Excellent attention to detail and accuracy in entering financial data
- Outstanding math and research skills
- Ability to maintain confidentiality
- Deadline-driven with excellent time management ability

Experience Requirements:

- 3+ years of general accounting experience, including working with payroll, accounts receivables, and accounts payable

To apply, send your resume to Amanda Peterson at amandap@themooreagency.com.

Moore Culture

Moore prides itself on a culture of teamwork. New employees often comment that, despite having more than 50 employees who bring unique perspectives and experiences to the table, the Moore team is remarkably cohesive. Differences in team members are embraced and encouraged, to bring fresh creativity and new approaches to every project. With the strong emphasis on teamwork and open-door communication policy, employees feel supported and emboldened at every step. Staff is quick to recognize their colleagues' achievements at weekly team meetings, further deepening the culture of collaboration.

To relax and recharge, team members receive the week between Christmas and New Year's Day off with pay, in addition to all traditional holidays. Employees may take their birthday and work anniversary off and work on weekly flex schedule that allows all full-time employees to work a half day every Friday.

To keep employees healthy and happy, Moore offers an optional wellness program, in which 100 percent of employees participate. Activities include lunch and learn sessions yoga sessions and healthy potlucks.

Moore has been named a Florida Trend Best Place to Work 15 years in a row. The honor is bestowed by the statewide business publication annually to 100 organizations in Florida and is based on company policies, practices and demographics, as well as employee feedback received through an anonymous survey. This recognition speaks to the culture that has been created at Moore—a culture of excellence and collaboration that results in success for clients and happy, loyal employees.