

JOB DESCRIPTION

Position: Accounting Associate

Location: Waukesha WI

Position Responsibilities

Metrix LLC, a global leader in service management software applications, provides a competitive advantage to innovative groups like Motorola, Ingenico, Olympus, Cubic, Ericsson and IMAX by automating complex service processes. We are currently searching for a detail oriented Accounting Associate to perform a wide variety of accounting duties on a part-time basis (20-25 hours per week).

Duties and responsibilities include, but are not limited to:

- Generate and file weekly invoices to customers
- Job/Project accounting reporting against all consulting projects
- Process incoming customer payments and post to the Microsoft Dynamics GP accounting system
- Process incoming accounts payable and weekly check runs
- Answer customer and vendor invoice questions. Make collection calls and follow up on past due customer invoices
- Assist with monthly preparation of financial statements
- Assist in administration of Human Resource function which includes assembly and coordination of employee new hire offer packets, updating employee information in Microsoft Dynamics GP
- Calculation of quarterly consulting bonuses
- Update and produce various accounting reports and analysis as required

The ideal candidate will possess the following:

- Associate degree in Accounting with 3 years applicable experience or High School Diploma with a minimum of 5 years of applicable experience
- Strong communication skills
- Proficient skills with Microsoft Office products such as Excel, Word, Access as well as general computer skills
- Ideal candidate would have experience in job/project costing for a services company
- Attention to detail

To apply please send all of the following:

1. A brief cover letter telling us why you are the right candidate
2. A copy of your current resume
3. Your salary requirements