

Position: *Finance Associate*

Responsibilities:

- Process accounts payable
- Purchase orders and accounts receivable
- Prepare and update statistical reports
- Prepare 1099 forms annually
- Maintain payment files, contracts, and records
- Assist in payroll processing
- Other office duties as assigned

Required Qualifications & Experience:

- High School Diploma with college-level work preferred
- Two years' experience minimum in accounts payable
- Knowledge of accounting principles is a plus
- Knowledge of QuickBooks, Excel, Word, and MS Outlook Software is required