

Job title: Accountant

Job location: St. Clair Shores, MI

Openings: 1 position

Job duties:

- Inspect account books and accounting systems for efficiency and effectiveness.
- Proficient in QuickBooks, Microsoft Systems, Adobe Systems, Onyx Case Management.
- Prepare, organize, examine, analyze accounting records, financial statements, and other financial documents to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Establish tables of accounts and assign entries to proper accounts.
- Supervise employees and report to management regarding the finances of the establishment.
- Must have a working knowledge of the following software systems:
 - Accounting software — Latest Intuit QuickBooks Desktop
 - Tax preparation software — Latest ATX Total Tax
 - QuickBooks, Microsoft Systems, Adobe Systems, Onyx Case Management.

JOB REQUIREMENTS: Bachelor's degree in accounting and working knowledge of the following systems: Latest Intuit QuickBooks Desktop, Latest ATX Total Tax and ONYX Case management.

CONTACT: Qualified applicants direct resumes to Accountant Position at P.O. Box 36200, Grosse Pointe Farms, MI 48236.