**Job Description – Part-time (10-20 hours per week) Accounting Intern**

**About JFS, LLC:**

JFS is a growing accounting and consulting company. Our goals span beyond just doing our client’s books, we want to educate our clients about their financial situations too. We provide processes, strategies, and training for our clients to ensure their success outside of our office. JFS has offices in Alaska and Colorado but serves clients all over the nation.

Our office hours at 8am-4:30pm Monday-Friday. We our located at 607 S. 7 St Grand Junction, CO 81501.

**You would be a great for our company if:**

* You value financial education
* You are a self-starter
* You have a tolerance for ambiguity
* You’re not afraid to try new things
* You love technology and can work with remote employees/clients
* You’re a communicator

**Purpose:**

The Staff Accountant is responsible for completing the essential duties listed below and supporting other JFS team members.

This job is a part-time Staff Accountant position. The schedule can be flexible, but you must be available during Month-End process for our clients. The first two weeks of each month will be a heavy load of work while the rest of the week may have less work. This job may require additional hours upon request.

Remote workers may apply, but in office is preferred as we have some clients who require on-site time.

**Essential Duties and Responsibilities:**

* General Bookkeeping for Clients
  + Verify that we have received all documentation from the client
    - Receipts
    - Statements for all bank accounts
    - Verify number of bank accounts against original questionnaire for billing purposes
  + Determine version of QB that they are using from Questionnaire
  + Determine best method of communication with the client
  + Reviews all materials and supplies purchases
  + Inputs accounts payable invoices in QuickBooks software
  + Creates purchase orders for unusual or out of the ordinary purchases
  + Process vendor invoices for timely payment
  + Process contract payments for timely payment
  + Ensures information is gathered for annual 1099 processing
  + Reviews and prepares 1099 forms meeting IRS guidelines
  + Calculates and records monthly accruals
  + Enters all credit card transactions and timely submit for payment
  + Creates special reports on request
  + Troubleshoots bank issues
  + Determine if other reporting needs to be completed
* Financial Statement Preparation & Reconciliation
  + Reconciles clients balance sheet accounts, as needed
  + Updates and maintains clients detailed fixed asset listing
  + Updates and maintains clients detailed depreciation recording
  + Completes clients journal entry preparation
  + Ensures accounts are properly balanced and sub ledger accounts support general ledger balances through account reconciliations each month for client

**Other Duties and Responsibilities:**

* Conducts ad-hoc reporting and other reporting based on needs of client

**Job Specifications:**

**Qualifications:**

**Knowledge, Skills and Abilities:**

Effective oral and written communication. Require typing, 10-key, and frequent use of office equipment such as personal computers, copy machines, fax machines and billing software. Must be able to analyze data and reports, conduct research, implement recommendations, develop plans, present information to others ad work under pressure with numerous tight deadlines and priorities and keep records filed in an organized manner. Excellent knowledge of accounting and financial processes, solid knowledge of GAAP (Generally Accepted Accounting Principles) and regulations. Advanced Microsoft Excel skills necessary including pivot tables.

**Education and Formal Training:**

One year minimum, accounting experience, an associate degree or higher in Business Administration, Finance or Accounting is preferred.

**Work Environment/Physical Activities:**

Requires frequent sitting, standing, walking and use of keyboard/computer, and occasional bending, kneeling, reaching and lifting up to 30 pounds. Occasional travel is required. Extended hours may be needed to meet deadlines or required duties on occasions.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or

qualifications associated with the job.