



## STAFF ACCOUNTANT—PART TIME

Based in Chicago's Western Suburbs, Insight Promotions specializes in automating package-based promotions and provides leading consumer package goods companies with over 1 billion in-pack toys, Consumer Deliverables and fragile food items. We are seeking a Staff Accountant to work 25 – 30 hours a week to assist the CFO in preparing financial reports to track the organizations assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

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### JOB RESPONSIBILITIES

- Performs general cost accounting and other related duties in the accounting department.
- Provide on-going job costing analysis, margin analysis, and tracing cost back to underlying activities and expenditures.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

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### REQUIREMENTS

- Bachelor's degree in Accounting, Finance, or three to five years of accounting experience.
- Excellent organizational and communication skills.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Very proficient in QuickBooks Enterprise.

We offer the flexibility to work 25-30 hours a week in a combination of remote and onsite days. There is the potential for an eventual full-time opportunity. If you are interested in position that will provide maximum flexibility yet is fast paced, we look forward to speaking with you.

Equal Opportunity Employer