

# Accountant

**Reports to:** Principal Partner

**Status:** Exempt

## Duties:

- Process accounts payable
- Process payroll and payroll adjustments.
- Process checks and maintain all records pertaining to checks
- Confirm custodian benefits for expense reimbursements
- Communicate regularly with CFO regarding invoices & accounts receivables
- Bill other jurisdictions/agencies for fees
- Coordinate with investment department to make sure accounts are billed correctly
- Input and track all deposits and separate them out for advisor billing
- Coordinate with bank for deposit pick up
- Express Imaging Services pre-invoice completion
- Complete special projects as assigned

## Minimum Education:

- Bachelor's Degree Preferred
- Preferred CPA Designation

## Skills and Experience:

- 3-5 Years of Accounting Experience
- Proficient in Accounting Software

## Firm Requirements:

- Must maintain client confidentiality
- Ability to ensure compliance of firm's policies and procedures
- Attention to detail with strong oral and written communication skills
- Ability to prioritize and multitask
- Strong interpersonal skills
- Strong organizational and documentation skills
- Creative, flexible, and persistent in completing tasks
- Strong initiative; ability to work independently
- Very experienced in MS Office Suite (Windows, Word, Excel, Email)

## Working Conditions:

- Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions

## Mental and Aptitude Requirements:

- Analytical, conceptual, problem solving and decision-making skills

## Physical Requirements:

- Physical exertion includes bending, pushing, standing and walking. Must be able to move or lift approximately 25 pounds.
- Ability to speak clearly and distinctly
- Good vision and good hearing acuity (with glasses and hearing aids, if necessary)

Apollon Wealth Management is an Equal Opportunity Employer M/F/V/D and Drug Free Workplace

**Background check required for all employees**