



NEXT CENTURY

• SPIRITS •

Junior Accountant

Job Summary:

Next Century Spirits, LLC is seeking a highly motivated and organized person to assist with the day-to-day financial activity of the company. This individual will serve as a support person for the finance team, with a direct report to the accountant. This person will be cross-trained across many functions within the finance team including, but not limited to, accounts payable, month-end reporting, credit card reconciliation, and bank reconciliations.

Key Responsibilities:

- Data Entry for daily finance and accounting activities
- Bank, Credit Card, and AP Module Reconciliation
- Monitor intercompany activity across two ERP systems
- Data extraction from external sites for recording keeping and financial back up
- Assist with month-end closing processes
- Prepare and post journal entries
- Provide weekly and monthly reporting to assist with accounts payable and accounts receivable as necessary

Requirements:

- BS/BA in Accounting, Finance, or related field
- One or two years of experience performing financial support and data entry work
- Experience with SAP Business One and Quickbooks
- Excellent organization skills and attention to detail
- Strong interpersonal skills and ability to work collaboratively
- Solid understanding of accounting principles and financial reporting best practices
- Ability to maintain confidentiality and exercise discretion

Preferred:

- Prior experience:
 - Bill.com or other related payables tools
 - CRM Softwares
- Advanced knowledge of Microsoft Excel