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Accounting Specialist

VC3, an innovative IT services solution provider headquartered in Columbia, SC is seeking to fill an **Accounting Specialist** position in our **Columbia, SC** office. This position will analyze information, maintain complete and accurate records and assist with all routine accounting duties in accounts payable, accounts receivable and fixed assets. The Accounting Specialist will report directly to our Senior Corporate Accountant.

VC3, Inc.

Job Location

1301 Gervais Street, 29201,
Columbia, SC

Date posted

May 4, 2020

Here's what you will be responsible for:

- Process accounts payable data daily in Great Plains (GP) database
- Manage accounts receivable subsidiary ledger and perform necessary collection efforts
- Validate A/P and A/R automated entries into Great Plains' general and subsidiary ledgers
- Maintain and update fixed assets subsidiary ledger via maintenance transactions as well as tagging and physical verification activities
- Generate comprehensive and accurate customer invoices monthly
- Assist with regular month-end close procedures
- Prepare standard and ad hoc reports as required to inform management of fixed asset transfers and depreciation activities
- Perform ad hoc assignments and financial analysis as requested by the Controller and management team

Here is what we need from you:

- Associate's Degree or Bachelor's Degree (Accounting or related field preferred)
- 1-3 years of accounting experience
- Understanding of generally accepted accounting principles (GAAP)
- Experience with Great Plains or similar ERP system
- Proficient in MS Excel
- Must be an organized, detail oriented professional individual with good interpersonal skills and that enjoys a challenging environment; can multi-task; must be able to maintain composure under pressure and demonstrate versatility in dealing with people as well as with data
- Ability to team with professional staff, engineers, senior managers and employee-shareholders to accomplish targeted tasks

And, here is some additional info you will want to know:

- Work schedule is 8am-5pm, Monday through Friday
- Applicant selected will be subject to a criminal, credit, and department of motor vehicles background checks
- VC3 offers great benefits, including 401k matching!

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