

**JOB TITLE:           ACCOUNTANT**

**GENERAL SUMMARY**

Responsible for preparation of daily, weekly, and monthly accounting reports and transactions. Records and reconciles all securities' transactions. Maintains cash positions and invests excess funds. Prepares payroll and payroll tax reporting. Assists with human resources administrative duties.

**EXPERIENCE/EDUCATION**

Bachelors degree in accounting or high school diploma or equivalent plus 5 to 10 years of accounting experience.