



Position Announcement

Accounting Specialist

Join [Orange EV](#), a fast-growing manufacturer of electric vehicles that are better for the earth, people and the bottom line. Make a difference for the world as part of a company leading the electric vehicle revolution.

Position Summary

The Accounting Specialist will perform detailed clerical, bookkeeping, and accounting assignments and prepare accounting statements and financial reports.

Position Responsibilities

- Prepares financial reports and various accounting statements
- Posts journal entries to general ledger
- Generates summary sheets to be used by supervisor or auditor
- Proofs accounting reports for clerical accuracy
- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed
- Assists with accounting records and ledgers by reconciling monthly statements and transactions
- Maintains financial security by following internal controls
- Copies, files, and retrieves materials for accounts receivable as needed
- Reconciles financial discrepancies by collecting and analyzing account information
- Allocates expenditures to correct accounts according to departmental procedures
- Performs other duties as assigned.

Position Qualifications

- Bachelor's degree with accounting, finance or economics preferred
- Three to five years of Accounts Receivable and/or Accounts Payable experience
- Knowledge of bookkeeping practices and procedures
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Knowledge of office practices and clerical/accounting procedures
- Proficient in Microsoft Office Suite
- Comfortable with creating and using Excel formulas
- Ability to learn accounting software to perform job duties.

*Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity*