

JOB POSTING

Third Rock Consultants, LLC is accepting resumes for a skilled bookkeeper / accountant to maintain all financial records for the company. Job duties will include working closely with our President and Office Manager / Human Resources Manager to create and analyze financial reports; ensure compliance with legal requirements; and process payroll, accounts payable, accounts receivable, and tax payments. The ideal candidate will hold a finance degree (preferably followed by accounting CPE courses) and be familiar with accounting software packages including InFocus.

Responsibilities

Ultimately, the Bookkeeper's responsibilities will be to accurately record all day-to-day financial transactions of the company including, but no limited to:

- Recording day to day financial transactions and completing the posting process
- Verifying that transactions are recorded in the general ledger
- Bringing the books to the trial balance stage
- Performing partial checks of the posting process
- Completing all federal, state, and local tax forms and processing payments
- Creating reliable current and forecasting reports and financial statements
- Processing accounts receivable/payable and payroll in a timely manner
- Monitoring cash flow to ensure it is appropriate for the company's operations
- Managing vendor relationships
- Monitoring compliance with applicable federal, state and local laws and company policies

Requirements

- BSc/BA in accounting, finance, or relevant field; MSc/MBA is a plus and CPA is a strong advantage.
- Demonstrated understanding of basic bookkeeping and accounting payable/receivable principles with no less than three professional references
- Proven ability to calculate, post, and manage accounting figures and financial records
- Strong data entry skills, high degree of accuracy and attention to detail
- Proficient in the use of MS Office and financial management software (e.g. InFocus)
- Excellent communication and people skills

Forward resumes and references by June 25:

Via US Mail to:

Becky Weatherford, *Office Manager*
Third Rock Consultants, LLC
2526 Regency Road, Suite 180
Lexington, Kentucky 40503
(859) 977-2000

Via E-mail:

Becky Weatherford, *Office Manager*
Third Rock Consultants, LLC
bweatherford@thirdrockconsultants.com

Log onto www.thirdrockconsultants.com for more information.