

Senior Accountant

Acordis International is one of the fastest growing IT companies in the United States and poised for explosive growth. As a premier Cisco Partner, we offer an extensive portfolio of Cisco services and technologies that span the following areas: unified communications and collaboration, networking, data center, security, and cloud-based solutions. Acordis provides infrastructure and technology services and solutions to clients throughout Florida and the United States. Through our partnership and certifications with leading technology providers including Cisco, Microsoft, Barracuda, VM Ware, Citrix, Xerox, Dell, Arista, Quantum, HP, Samsung, and many others. Our customers receive the highest quality products and services the industry has to offer.

Employment Type: Full Time

Base Pay: TBD (\$96,000)

Job Duties:

- Manage performance of the accounting staff, set goals for the accounting department, provide training on working with the financial reporting software such as QBO, ECI, FishBowl, PrintAudit;
- Provide training to the accounting staff on the proper processing of IT hardware and software sales transactions using the QBO software;
- Provide training to the accounting staff on the proper processing of IT hardware and software purchase transactions using the QBO software;
- Verify IT hardware and software sales and purchase order entries using Excel and QBO, ECI, FishBowl software;
- Supervise preparation of general and adjusting journal entries as needed to properly reflect revenues, expenses and balance sheet entries using QBO software;
- Supervise an accurate and timely issuance of monthly, quarterly and year-end financial statements and reports using QBO and ECI software;
- Supervise and monitor proper data entry processing of customer Voice services, IT services and Print services contracts into ECI, QBO software;
- Assist the executives of the company in development and implementation of new procedures and features to enhance the workflow of the accounting department, new cost control systems of the company (preferably using Excel, QBO, ECI, FishBowl);

- Work with an external accounting firm on the corporate tax declarations (ProConnect Tax Online);
- Ensure compliance with local and state licensing requirements of the State of Florida and supervise sales tax filings;
Supervise preparation of FCC 499 series tax forms through the USAC website.

Candidate requirements:

Education:

- Minimum Bachelor's degree in accounting, finance, or related field.

Experience:

- 1+ year of experience as a Corporate Accountant;
- 3 years of experience working with the printer billing software ECI;
- 5+ years of experience working with QuickBooks;
- 3 years of experience working with FishBowl;
- 3 years of experience working with PrintAudit;
- 5+ years of experience working with Paycom and/or PayChex;
- 5+ years of experience with Federal Communication Commission Form 499;
- 5+ years of experience preparing Florida sales taxes returns;
- CPA Certificate.

Job Location: Broward County, Miramar, FL. Email resume and cover letter to Acordis International at hr@acordiscorp.com , Attn: Senior Accountant.

Acordis is an equal opportunity employer.