

Job Title: Accounting Assistant – Bookkeeper
Company: Claudia’s Canine Bakery, LLC
Department: Accounting
Reports to: CFO
Location: Maumelle, Arkansas

We are looking for two driven accounting students with a basic understanding of GAAP and financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting student can expect to participate in the preparation of journal entries and financial reports, analyze actual financial data, learn more about SAP software and fixed assets, and to assist with other accounting activities.

Responsibilities:

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research of outstanding reconciling items on balance sheet
- Assisting with preparation of financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with SAP software.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Learning Goals:

Learning the relationship between assets, liabilities, expenses and revenues in the General Ledger · Exposure to SAP, a very advanced and complex ERP system · Learning about management reporting by reviewing source documents used in reporting to ensure that the documents support the information reported
Education, Skills and Experience: · Must be actively working towards a Bachelor’s or Master’s in Accounting · Must have completed at least 45 credit hours · Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles · Aptitude for math, proficiency with computers.

Apply with a resume for a two-interview process. Full time 8-5 is preferred although we may be flexible with hours.

Please send your resume to the following contact:

connor@panifreshtc.com