

5-25-21

Razor Edge Systems in Ely is looking to fill an Accounting/HR position to manage, organize and analyze financial accounts and HR responsibilities. Must be ethical, organized, detail oriented and skilled in math, data entry applications, problem-solving & critical thinking. M-F 8a.m. – 4:30p.m. with benefits, PTO & paid holidays.

Job Responsibilities

- Compile and analyze account information
- Prepare asset, liability and capital account entries
- Document organization's financial transactions
- Make financial recommendations according to accounting analysis
- Make reports summarizing current financial situation and highlighting trends
- Supervise and designate assignments to accounting clerical staff
- Verify documentation and transactions, identifying financial discrepancies if they exist
- Perform regular data backups

Job Qualifications

- XX years of accounting experience
- Ability to use data entry applications (e.g. Excel)
- Attention to detail
- Time management
- Ability to navigate and use data entry tools
- Math skills
- Analytical skills
- Problem-solving skills