



JANS – ACCOUNTING ASSISTANT PT

Seeking an Accounting Assistant for immediate hire!

Office centrally located in beautiful Park City, UT.

JANS has been a part of Park City for 40+ years - locally owned with 10 brick & mortar locations + 4 e-commerce sites. We love to play in the mountains, winter and summer. In fact, we do it so much, we're experts at it. And we like to share the playground that is Park City and the surrounding mountains – with you.

Key Responsibilities:

- Primary focus on Accounts Payable!
- Review invoices for appropriate documentation
- Sort, code and 3-way match invoices, research and resolve discrepancies.
- Prioritize invoices according to cash discount potential and payment terms.
- Correspond with vendors and respond to inquiries.
- Reconcile vendor statements, research, and resolve discrepancies.
- Prepare and process credit card payments.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and generally accepted accounting principles (GAAP).
- Daily “End of Day” audit for all brick and mortar locations
- Assist in month end closing and other projects as needed.

Core Qualifications:

- General knowledge of accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures; previous accounting experience preferred.
- Strong work ethic, well-organized, and attentive to detail
- Proficient in Excel and Word, 10-key by touch, NetSuite accounting experience a plus!
- Ability to communicate effectively verbally and in writing.
- Ability to interact with employees and vendors in a professional manner.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.

Education and/or Experience

- High school diploma or equivalent required
- Associate or bachelor's degree in business/accounting preferred
- Hourly Pay, DOE
- Job Types: Part-time