



JUNIOR ACCOUNTANT

Job Description

RMC Group is looking for a part-time Junior Accountant to join our team! Your primary responsibility will be to assist the finance department in creating accurate and timely financial records for the organization. This is an entry-level position that will report to the Senior Accountant.

Responsibilities

- Assist in preparing accounting records, including financial statements and other financial reports, to assess accuracy, completeness, and conformance to standards defined within the department
- Report the finances of the organization to the Senior Accountant
- Establish records of accounts and input entries into to proper accounts
- Document and ensure proper keeping of financial records, making use of current technologies
- Prepare forms and manuals for accounting and bookkeeping personnel

Qualifications

- Excellent organization as well as time and financial management capabilities
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Attention to detail and thorough when working on projects
- Associates degree in Accounting preferred, but not required
- Excellent PC skills including, but not limited to Microsoft Word, Excel, Outlook, and QuickBooks

Location

Bonita Springs/Naples, FL

About RMC Group

RMC is an international provider of risk management and actuarial consulting services. RMC specializes in the design and administration of innovative risk management and insurance products for the small-to-medium sized business. RMC offers a wide range of services which includes property & casualty solutions, life, health & annuity solutions, traditional insurance, insurance-based corporate finance solutions, comprehensive risk management, along with a wide variety of employee benefit plan programs and solutions. Visit rmcgp.com for more information.