Overview
Paragon Management Group is a growing property management company serving homeowners associations throughout middle Tennessee. We are seeking someone who has general accounting knowledge to assist our department manager.

Position: Accounting Assistant
Term: Temp to Perm
Reports to: Accounting Department Manager
Travel: Negligible
Days/Hours: M-F, 8:30 a.m. to 5:00 p.m.
Dress: Business casual
Pay: $18 to $22/hour, DOE
Benefits: Health insurance, IRA match up to 3%

Duties include:
• Bank reconciliations
• Researching out of balance issues
• Assist with preparing adjusting entries
• Scanning checks, posting payments
• Record depreciation
• Assist with budget preparation
• Financial statements prep/review
• Data entry/manipulation in Excel
• Paperwork handling (copy, scan, email, etc.)
• Greet visitors
• Accept check/money order payments
• Occasionally answering phones regarding customer balances
• Monitor and answer emails
• Compose correspondence

Candidates should:
• Have a strong grasp of GAAP through Principles of Accounting II
• Knowledge of AP and AR processes
• Be detailed oriented
• Work independently with little to no supervision, exercising good judgment
• Touch-type (40+ wpm minimum)
• 10-key (8k+ kph minimum)
• Have good computer skills
• Have strong written and verbal communication skills
• Have good grammar, spelling and composition skills
• Have some Word and Excel skills (should be able to do some basic =if/or/and formula work)
• Customer service experience preferred
• Some type of accounting/balancing/reconciliation experience preferred

Please send resumes (no cover letters, please) to: admin@paragontn.com