

Accountant

Want to work for a fun and dynamic company? Relaxed dress code, flexible schedule, start with 4 weeks vacation?! Then check us out!

Job Summary

ACIS is seeing a highly motivated individual to fill a key role within our Accounting team. This ambitious, driven and enthusiastic Accountant will support various aspects of Accounting and report to the Vice President of Finance.

This Accountant position provides excellent opportunities to build upon prior experience with our current team in a fun environment while learning new skills.

Job Responsibilities

- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers.
- Code documents according to company procedures
- Prepare monthly account reconciliations

Responsible for the following accounts but not limited to:

- Accrued Expense
- Prepaid Accounts
- Account Receivable
- Fixed Assets/Depreciation
- Assists in documentation and monitoring of internal controls
- Assist with analyzing financial statements on a monthly basis and report on variances
- Other projects as assigned

Qualifications

- Bachelor's Degree in Finance, Business or Accounting.
- Strong understanding of accounting theory
- 3-5 year of related experience
- Strong interpersonal, oral, and written communication
- Intermediate Excel skills- ability to create formulas (including V-lookups and pivot tables)
- Access skills a plus

Company Overview

ACIS organizes rewarding educational group travel abroad. We are a company that strongly believes in the knowledge and experience of our employees to help drive our continued growth.

ACIS Educational Tours are built on a passionate belief that travel changes lives. Since 1978, we've guided teachers and students on over a half million unforgettable tours. By traveling on an ACIS tour, students gain insight not just from seeing famous places, but also from observing life in and around them. Our commitment to changing lives one by one has made ACIS the best known, most respected name in educational travel.

Benefits Include (but not limited to)

Deals on International travel

4 weeks vacation to start

401k matching

Fitness and travel reimbursements

Great company culture

Health/dental/vision