

Accounting Associate, Coraopolis, F/T. Maintain, classify & keep record of fin'l transactions & numerical data. Compile reports to show statistics such as AR, AP, bank payments acct, bank receipt acct, bank reconciliation stmt & cash book. Produce reports, income stmts, & totals by acct. Check accuracy of figures, calc'n & postings rlt'd to bus transactions for fin'l stmts & tax prep using MS Word, Excel, Acctg S/ware. Assoc. deg in Acctg, finance or Bus. Admin or Mgmt & 1 yr exp reqd. Mail res: HR Bosphorus Enterprises, Inc. 1011 4th Ave, Coraopolis, PA 15108.