JOB POSTING

Organization: Montgomery Radiology Associates

Job Title: Payroll & Accounting Assistant

Job Location: Montgomery, AL

Contact Person: Angela Sherbine

Contact Phone Number: 334-386-8393

Contact Person email: asherbine@montrad.com

Job Description/Requirements:

This position assists the Accounting Manager/Controller in all aspects of a multi-company accounting department focused on full-cycle accounts payable, accounts receivable and payroll. The right individual will have a minimum of 2-3 years of accounting experience with a strong emphasis in processing in-house payroll plus accounts payable/receivable experience. In-depth knowledge of Excel is required and use of MAS90 accounting software is preferred. The ability to multitask and maintain the highest level of integrity and confidentiality is mandatory.

Requirements:

2-3 years of accounting experience, with a strong emphasis in processing in-house payroll. Experience in general accounting is required, with cash accounting and healthcare experience preferred. High School Diploma or equivalent is required; Associates or Bachelor’s degree in accounting or business related field preferred but experience may be considered in lieu of a degree. The right person also has the ability to multi-task, in-depth knowledge of Excel, experience working on accounting or financial software (MAS 90 preferred), exceptional professionalism, and unquestionable integrity.

For Info Contact: Angela Sherbine, HR Manager
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