

ACCOUNTING ASSOCIATE II

Evans Newton Incorporated (ENI) is a 35 year old nationally respected educational consulting company based out of Scottsdale, AZ. ENI provides proven curriculum solutions to support success, teacher effectiveness and the needs of school administrators. Working with school districts nationwide, our company is dedicated to giving every student the opportunity to succeed.

ENI is searching for an Accounting Associate. An ideal candidate would have the following essential functions, skills, knowledge and experience and can email a letter, resume, and salary requirements to hr@evansnewton.com or fax to 480-951-2895.

- BS in Accounting preferred and/or equivalent level of relevant experience.
- 4-5 years accounting experience with emphasis in AR and **contracts compilation**.
- Strong customer service orientation, with excellent skills in problem solving and process improvement. Must be resourceful in nature, reliable and self directed.
- Ability to multi-task, prioritize and organize multiple projects/tasks concurrently while meeting required deadlines and adhere to company and department procedures.
- Strong cognitive skills and attention to detail.
- Ability to work independently and as part of a team in customer-driven, fast-paced environment.
- PC Skills – **Advanced** Excel, Word, Intermediate QuickBooks, Outlook, Access.
- Must be flexible and be willing to work overtime when needed.

Candidate must be able to handle the following position responsibilities:

PROPOSALS/CONTRACTS

1. Preparation of proposals, estimates and RFPs accurately within specific deadlines to sales team following pricing policy and procedures.
2. Ensure all contracts received include all approvals and documentation required in a timely manner.
 - a. Obtain signed proposal/contract, board approval, vendor registration and purchase order as required to invoice and obtain payment.
3. Responsible for preparing weekly and monthly sales reporting package.

ACCOUNTS RECEIVABLE

1. Performing assigned and related clerical support functions.
2. Effectively researching, tracking and resolving (or properly referring) accounting or documentation problems and discrepancies.
3. Coordinate and or preparation & processing of all customer invoices.
4. Coordinates and ensures collection and problem resolution on all open accounts to obtain payments on time.
5. Maintaining work order database accurately and timely.
 - a. Creating new work orders, deliverable \$, forecast data, and invoicing data.
6. Miscellaneous journal entries and audit and processing expense reports.
7. Responsible for preparing weekly and monthly cash flow reporting package.
8. Month end reporting; reconciling back log, accrued revenue, revenue projections, software revenue etc.
9. Assist in payroll process and time off reconciliations.

ENI offers a competitive salary and benefits package along with a fun and casual working environment. We are committed to the principles of diversity and equal opportunity. For more information on Evans Newton, please visit www.evansnewton.com.