

LOCATION: CHESTER, SC

ACCOUNTING ASSOCIATE

MINIMUM QUALIFICATIONS:

- Proficiency with computers and windows based software – major emphasis on Excel and Outlook
- Knowledge of iVue Accounting software desired
- Proficiency with various office equipment – copier, fax, scanner, etc.
- Above average communication skills
- Ability to express oneself clearly and concisely both verbally and in writing; communicating effectively with public, coworkers and management
- Must be extremely motivated and able to think independently and creatively
- Ability to evaluate information at hand to determine best course of action
- Desire to take ownership of projects
- Ability to troubleshoot complicated problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Previous experience in Accounting is a plus

QUALIFICATIONS:

- High School diploma or equivalent (GED)
- Associates Degree in Accounting or related field plus 1-3 months experience and/or training; or equivalent combination of education and experience

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Prepares all vouchers for payment
- Audits customer account payment batches in OMNIA – daily
- Processes CABS billing by coordinating with CSS
- Prepares CATV subscriber billing
- Distributes documents to various departments as needed
- Communicates with vendors as needed
- Informs management of issues that may need further review
- Assists in monthly closings
- Cross train with other Accounting functions, assisting when and where needed
- Performs additional duties as assigned by management

BENEFITS: Comprehensive benefits package includes company paid medical, dental, life insurance and vision coverage, 401k savings plan with company match, paid vacation and holidays, and many more excellent benefits. **Employment is contingent upon successfully completing pre-employment testing, a drug screen, and background investigation. *TruVista is an Equal Opportunity Employer*