

Equus Management Group

Accounting – A/P and A/R

Equus Management Group is looking for a full-time accounts payable, accounts receivable person to join our family at our Reno Office Location. You will perform clerical and administrative functions within the accounting department. The perfect candidate is outgoing, a multitasker, and enjoys a fun and a fast paced environment. If you think you would fit in and could excel in this position please e-mail your resume and cover letter to matt@equusmanagement.com.

The successful candidate must possess the following attributes and skills:

- Be patient and professional with visitors, clients, and staff
- Neat and professional appearance
- Honest and reliable
- Cheerful, optimistic, and friendly attitude
- Strong interpersonal skills
- Respect for confidentiality
- Ability to multitask and be flexible
- Team player
- Accuracy, attention to detail, organized, and detail oriented
- Problem solving skills
- Ability to stay calm under pressure
- Effective written and verbal communication
- Effective computer knowledge in Microsoft Excel, Word, and Outlook
- AP/AR understanding
- Proficient in 10-key

Duties include, but are not limited to:

- Answer calls related to accounting questions
- Filing of accounting records
- Data entry
- Helping with mailers
- Draft correspondences and other formal documents

Compensation / Benefits:

- Competitive pay rate and room to grow with us
- Excellent benefit package offered with medical, dental, and vision insurance
- Paid Holidays
- Sick Leave
- Vacation Time
- 401K Matching
- Hourly pay