

Employment Opportunity

<u>Title:</u>	Accounting Clerk
<u>Reports to:</u>	Manager of Accounting
<u>Hours:</u>	Full-time with the ability to work flexible hours (hourly position)

Position Overview

The self-motivated Accounting Clerk will join Quest CE's dedicated Accounting Team and report to the Manager of Accounting, and be responsible for various aspects of recording and reporting financial transactions, including bank statement reconciliation, accounts receivable and accounts payable transactions for Quest CE. Other duties will include assisting in the preparation of Client Invoicing, Internal Budgeting, Expense Management, and Cash Management Reporting. Expectations are high for this role and so are the rewards!

Company Overview

Quest CE is located on the western edge of Milwaukee, so we have the benefits of the city environment without the parking problems associated with a downtown firm. Parking is free as are the snacks, coffee and soda available to our team every day. We enjoy a casual work environment, while working with top technology systems. The collaborative team environment and our focus on work-life balance for our team members are some of the reasons we are on the 2016 list of Best and Brightest Places to work in Milwaukee, Fortune Magazine's Best Workplaces for Women, Entrepreneur Magazine's Annual 360 List of Well-Rounded Businesses for 2016, the GRC Innovation Award for one of our proprietary web-based technology platforms, to name but a few of our honors.

[Learn more about our culture]

Seeking Candidates Who

- Are self-motivated, detail-oriented, organized, and able to prioritize and manage multiple projects and responsibilities
- Have experience working in a fast paced team environment
- Possess excellent interpersonal and communication skills, both written and verbal, and the ability to effectively communicate with clients (internal and external) and train other team members
- Are able to quickly learn new computer programs and apply a high-level of problem-solving skills

Compensation and Benefits

- Competitive Starting Salary based on education and experience, including annual salary reviews
- Full suite of benefits including health/dental/vision insurance, paid holidays and a generous PTO benefit, company-matched 401(k) plan, team focused events including Brewer outings and monthly themed "food days", a share in the company's profits, use of the corporate Milwaukee Zoo membership, and more.

Required Skills

- Bachelor's degree in Accounting

- Minimum two (2) years of accounting experience in an office setting, with a basic understanding of accounting principles, practices and standards.
- Strong critical thinking skills and the ability to self-manage work flows
- Strong skills in MS Office and advanced skills in MS Excel and Internet Explorer
- Proven work experience in the ability to learn new software programs quickly and apply what is learned
- Experience in working with confidential information
- Ability to prioritize and manage multiple projects and responsibilities, while applying a high-level of problem-solving and organizational skills.
- Outstanding customer service skills – professional, friendly, courteous and helpful
- Ability to work extended hours especially during monthly and yearly closings

Qualified and interested candidates are encouraged to send a resume to jobs@questce.com attention Adam Krenke, EVP of Operations. Please visit our corporate website for more information on Quest CE.
