**About AdvisorNet Financial**

At AdvisorNet, we give advisors the freedom they desire, and the industry leading support they demand to take their practice to the next level. Since 1959 our reputation continues to get stronger and attracts top level advisors who want to operate independently and be supported by the best. Our Advisors have deep relationships with our staff, resulting in retention that is unmatched in our industry.

We are seeking a dynamic, highly motivated, and proactive individual to join our team as an Accountant. This candidate will be responsible and accountable for preparing, maintaining, and processing accounting records and financial transactions.

**Responsibilities**

* Provides account reconciliations with General Ledger balances, benefits vendor billings, tax, and other deduction and contribution source data.
* Creates Accounts Receivable invoices from department requests and/or recurring charges; maintains and updates spreadsheets for departments
* Enters invoices; reviews invoices and approvals and selects items for payment; prints accounts payable checks and posts wire payments; maintains and balances check registers
* Reconciles and processes commission statements.
* Assists in the ongoing development of general accounting, financial reporting, internal control, and other financial processes and procedures
* Assists with other accounting projects and reports; trains other staff in the accounting system as needed.
* Recommends improvements in methods and procedures.

**Qualifications**

* Bachelor’s degree in Accounting or similar field required.
* 3+ years of related work experience required.
* Proven experience with accounting software required; Dynamics Great Plains preferred.
* High attention to detail required.
* Ability to work independently with little direction required.
* Excellent written and verbal skills required.

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*