



Attollo Engineering

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JOB DESCRIPTION

Job Title:	Accounting Specialist (Quickbooks and Excel)	Job Category:	Financial
Department/Group:	Administration	Job Code:	
Location:	Camarillo, CA	Travel Required:	Infrequent
Level/Salary Range:	Competitive pay BOE	Position Type:	Part-time/Remote
HR Contact:	jobs@attolloengineering.com	Date posted:	
Will Train Applicant:	Yes	Posting Expires:	
External posting URL:			

JOB DESCRIPTION:

Attollo Engineering is seeking a knowledgeable Accounting Specialist who is an expert in Excel and Quickbooks to join our team and help us continue our legacy of success. Attollo Engineering is a designer and manufacturer of cutting-edge infrared cameras and instruments for defense and industrial applications. Attollo provides competitive salary compensation, a generous benefits package, and 401K matching.

Job Description:

The Accounting Specialist will be responsible for managing financial transactions and creating financial reports from that information. The successful candidate will also collect, analyze, and summarize account information for company use. Proficiency in QuickBooks and Excel is a must as these tools will be essential for the position.

Responsibilities:

1. Create and update spreadsheets of daily transactions using Excel.
2. Prepare financial reports in QuickBooks and Excel.
3. Track department budgets and spending
4. Use QuickBooks for reviewing invoices, tracking payments, and managing expenses.
5. Regularly review financial data and prepare monthly and annual reports.
6. Identify and address discrepancies.

Qualifications:

1. Bachelor's degree in Accounting, Finance, or a related field.
2. Proven experience with bookkeeping and basic accounting procedures.
3. Competency in MS Office, particularly advanced proficiency in Excel.
4. Expertise in QuickBooks
5. Expert in Excel (formulas, pivottables, macros)
6. Excellent data analysis skills.
7. Strong numerical skills, attention to detail and accuracy.
8. Organizational abilities and aptitude in problem-solving.
9. Excellent written and verbal communication skills.

Reviewed By:	Michael MacDougal	Date:	
Approved By:	Michael MacDougal	Date:	
Last Updated By:	Michael MacDougal	Date/Time:	