



JR ACCOUNTANT

JOB DESCRIPTION

Job Title: Junior Accountant

Location: Coral Springs, FL

Schedule: Monday–Thursday 9:00 AM – 6:00 PM, Friday 9:00 AM – 5:00 PM

Salary: \$45,000 – \$65,000 (Based on experience) + Full Benefits

About the Role:

We are seeking a motivated and detail-oriented Junior Accountant to join our growing team in Coral Springs, FL. The ideal candidate will have 1–3 years of accounting experience, a solid understanding of Excel, and a strong interest in building a long-term accounting career. Experience with QuickBooks is a huge plus.

Key Responsibilities:

- Perform accurate data entry of financial transactions.
- Review and verify invoices for accuracy and completeness.
- Process and enter payments into the accounting system.
- Assist with account reconciliations and monthly close processes.
- Maintain organized records of accounts payable/receivable.
- Support the accounting team with day-to-day tasks as needed.

Qualifications:

- 1–3 years of experience in an accounting or bookkeeping role.
- Proficiency in Microsoft Excel (formulas, spreadsheets, data manipulation).
- Experience with QuickBooks is a strong plus.
- Strong attention to detail and organizational skills.
- Positive, team-oriented mindset with a willingness to learn.
- Reliable and committed to developing a long-term accounting career.

What We Offer:

- Competitive salary range: \$45,000 – \$65,000 (commensurate with experience).
- Full benefits package including health, dental, and vision insurance.
- Supportive team environment and opportunities for growth.



READY TO APPLY:

Get in touch with us at
info@ready2hirenow.com

