

VACANCY ANNOUNCEMENT

POSITION TITLE: Accounting Systems Analyst - QuickBooks (Announcement 06-011)

DUTIES:

The Accounting Systems Analyst (QuickBooks) becomes familiar with Data Research Ohio chart of accounts and accounting practices, and works with third-party software supplier on the integration of our QuickBooks system with the supplier's online time and expense reporting system. Further, the Analyst works with Microsoft Office products, especially Excel, to generate invoices in customer-specific formats. The Analyst runs internal payroll (in QuickBooks) at the end of each two-week payroll period, prints checks or makes electronic deposits, and issues checks for accounts payable, federal and local taxes, etc. The Analyst also conducts regular reviews with our accounting firm.

MUST HAVE THE FOLLOWING QUALIFICATIONS:

- Bachelor's degree in Accounting, plus minimum of five years of experience related to the duties described above, or
- Associates degree in Accounting, plus a minimum of ten years experience related to the duties described above, or
- US citizenship or proof of eligibility to work in the United States

QUALIFICATION DISCRIMINATORS:

- Experience with Intuit QuickBooks software
- Experience as an integrator of Intuit QuickBooks software with commercial third-party time and expense reporting systems
- Experience with Microsoft Excel advanced functions

EMPLOYMENT OPTIONS:

This announcement seeks applicants for one part-time opening in contract-to-hire or direct-hire categories. The estimated level of effort is 8-16 hours per week, but could increase as the company grows. We do not currently offer company paid benefits, including vacation, medical insurance, and 401-K plans. This position will qualify for such benefit plans, if they are offered in the future.

HOW TO APPLY:

Send or fax your resume, along with a cover letter stating your preferred employment option, salary or contract rate desired, and salary history to the address below. Please indicate the announcement number on all correspondence.

US Mail DATA RESEARCH OHIO, LLC
 Attention: Larry Rogers
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 Cincinnati OH 45242

E-mail polley.bg@dataresearchcorp.com

We are an equal employment opportunity employer