

Accounting Analyst

Randolph Communications is seeking a hard-working, experienced Accounting Analyst, to join our team. The ideal candidate must be self-motivated, detailed oriented, and have the ability to maintain a high level of confidentiality. This role requires strong analytical skills, knowledge of GAAP with standard accounting procedures, and proficiency in Excel and Word. An Associate's or Bachelor's Degree in Accounting with a minimum of three current years of experience/training required. Strong computer and communication skills essential, and must be comfortable working independently and as part of a team. Duties to include: bank reconciliation, daily cash drawer balancing, and escheat processing. Individual will perform various data analyses for budget, billing, and financial accounts. Accounts payable experience is preferred. Normal work hours are Monday through Friday 8:00am-5:00pm, but may require occasional overtime to meet project deadlines and workload requirements. Extended periods of sedentary work at a computer workstation with continuous repetitive motions. Salary commensurate with experience. Excellent benefit package. Randolph Communications utilizes pre-employment drug testing and background checks as a condition of employment. EOE

No phone calls please. For consideration, applicant should mail, email, or fax resume to:

Randolph Communications
Attention: Human Resources
317 E Dixie Drive
Asheboro, NC 27203
Fax: 336-879-7912
Email: resumes@rtmc.net