

## Accounting Administrator

Absolute Production Services is a Chicago-based, turnkey event production company. Offering services locally and globally, for small businesses to some of the most well-recognized brands in the world, we have been a leader in event production for nearly three decades. Our success is possible because of our relentless focus on three cornerstones that define the company: people, process, and relationships.

We are currently seeking a part-time accounting administrator to help better assist our clients and continue to provide seamlessly executed events. This role will report to our CFO and must be self-motivated with an ability to multi-task.

### Responsibilities:

- Reconcile Corporate Credit Card Statements
- Posting of Purchase Orders
- A/P Processing
- Audit Sub-Contracted Labor and process paychecks
- Office Management and Administrative Assisting
- Assisting VP in other financial duties and special projects
- Perform all clerical duties required in the accounting department

### Basic Qualifications:

- 2 or more years experience in a finance field
- QuickBooks experience required
- Strong oral and written communications skills
- Strong computer skills
- Self-motivated
- Positive attitude

### Additional Qualifications:

- B.S. in Accounting
- Extremely organized
- Ability to multitask projects
- Keen eye for details

Absolute is an equal opportunity employer and provides a competitive salary and benefits.