



Opus Consulting Group
770 Congress Street
Portland, ME 04102

Phone: 207-619-1899
www.opuscg.com

Date: 1/19/2017

Position: Accountant (Full Time & Part-Time positions available)

Location: Portland, ME

Reports to: Management

Travel required (% of time): 5%

Company's Mission Statement

Opus Consulting Group partners with companies at defining moments of their evolution. We provide corporate renewal services, business acceleration and exit strategy planning, helping businesses perform in difficult environments and poising them for sustainable growth. Our consultants have years of experience across a variety of industries and disciplines.

Opus Consulting Group offers a wide range of business capabilities:

- Corporate Renewal & Turnaround Management
- Financial Management / Interim Management
- Mergers & Acquisitions Support
- Services for Lenders & Investors
- Exit Strategy Planning for Business Owners

Overview of Position

Our growing firm is looking for a capable team member who is motivated, displays a high level of integrity, and demonstrates a proven track record of success in their academic or professional career.

The Accountant will assist the team with general accounting services for clients, and ad-hoc projects, including light marketing. Project organization, file management, and general office duties are also responsibilities for this position.

Must be proficient in Microsoft Excel and experience working with accounting software such as QuickBooks is strongly preferred. The successful candidate will possess demonstrated analytical, math, and organizational skills; adaptability and flexibility to adjust in a rapidly changing environment, and excellent interpersonal skills.



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Duties and Responsibilities

The primary responsibilities within this position are listed below, but not limited to those listed:

Accounting Services:

Responsible for work related to accounting, as instructed by a manager and client including but not limited to:

- Record and maintain financial records on company transactions and assets, general ledger, accounts payable, payroll, inventory, fixed asset management, etc.
- Prepare check runs for client
- Create monthly invoices
- Prepare bank account reconciliation
- Track and process payroll records, if required and under supervision of client
- Filing as required, monthly closing

Office Management Responsibilities:

- General office support
- Answer the phone and take messages
- Filing, organizing, data entry
- Order and upkeep of office supplies
- Bank deposits
- Prepare client proposals
- New client intake
- Team assistant

Qualifications / Education

Bachelor's Degree in Accounting, Business, Finance, Economics or other related field of study strongly preferred. Experience in accounting related field, including accounts payable, accounts receivable, payroll, and general ledger.



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Qualifications / Skills and Abilities

- Working knowledge of general accounting principles
- Strong oral and written communication abilities
- Work and time management
- Attention to detail and high level of accuracy
- Effective team player with the ability to work independently and able to interface with many different clients / teams in different locations
- Flexible and reliable transportation
- Ability to maintain confidentiality a must

Qualifications / Physical Requirements

- This position requires extended time using computers, telephones, and other office equipment and communications equipment. Ability to lift and carry up to 50 pounds for a distance of 100 feet.
- This position might require a flexible schedule.