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Certified Public Accountant

Maks Pharma & Diagnostics is looking for an accountant that can ensure the accuracy of financial statements. The qualified candidate will also make sure that laws and procedures are followed, and taxes are correct and paid on time. In addition to prepare and analyze financial documentation and explain findings to our company's management. We will need a strong focus on making sure departments are complying with the law, and making budget recommendations.

Accountant Duties & Responsibilities

- Prepare budgets
- Enter transactions and reconcile account balances
- Prepare accurate work papers, schedules, and reconciliations for audit purposes
- Send invoices to accounts
- Enforce payment terms with accounts
- Stay up to date on state and local tax laws
- Work with external auditors
- Record payments and disbursements

Salary and benefits:

- Competitive salary
- Health/Dental/Vision insurance

Qualified applicants email your resume to: avaldez@makspharma.com

To learn more about Maks Pharma & Diagnostics visit our website at: www.makspharma.com

Equal Employment Opportunity/Affirmative Action/Veteran/Disability Employer