



Accountant Job Description

Responsibilities

- Reconcile large amounts of transaction-level data from multiple third-parties.
- Create and maintain an expense database.
- Identify and resolve discrepancies with company staff and vendors.
- Process invoices so they are ready for management approval.
- Develop and manage reports that display company's third-party cost data.
- Reconcile company data so that client invoices may be generated.
- Create reports as directed for management.
- Assist the Payroll Administrator, as needed.
- Prioritize workload and operate with minimal supervision.

Minimum Qualifications

- 4+ years of Accounting, Accounts Payable and Receivable experience.
- Proficient at building and managing complex reports in Excel.
- Excellent experience reconciling large volumes of vendor data and transaction-level expenses.
- Familiarity with general accounting principles.
- Proficient in Word, Excel, Outlook, QuickBooks, Internet.
- Strong organizational, analytical and research skills, attention to detail, ability to work under time constraints, good interpersonal skills and a high degree of initiative.
- Excellent oral and written communication skills.
- Ability to adapt to change.
- Bachelor's degree from a four-year college or university preferred.

About Fortace LLC

Fortace is a leading risk mitigation firm dedicated to helping our clients identify risks, develop sensible mitigation strategies and achieve effective and efficient results. We employ targeted and effective solutions, including detailed contract review, focused audits, aggressive enforcement of counter party representations and warranties, and pursuit of third parties involved in fraudulent activities. We work closely with lenders, servicers, investment banks, investors, government agencies and mortgage insurance companies on all types of loss mitigation. Fortace's principals and managers are experienced senior executives and recognized experts with proven track records in loan repurchases, portfolio review, fraud detection, pursuit and recovery.

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