

## **Platinum Home Mortgage Corporation**

### **Staff Accountant**

#### **Job Summary:**

We are looking for a highly motivated Accountant to join our team! Mortgage Banking or Financial Services experience preferred, but not required.

#### **Primary Responsibilities:**

- Completes analysis and detailed month-end account reconciliations for various trial balance accounts
- Initiates monthly journal entries
- Assist in preparation, system entry and report reviews
- Prepare and analyze monthly financial statements for company's branches
- Special projects and other duties as assigned

#### **Requirements:**

- BS in Accounting or Finance
- Prior experience with account reconciliation and posting of journal entries.
- Minimum of 3 years of experience in an Accounting environment
- Strong understanding of accounting methods, theories and concepts required
- Proficiency in Microsoft Excel and Outlook required
- Excellent written and verbal communication skills
- Detail orientated and organized
- Ability to meet assigned deadlines

Please send your resume and a cover letter to Anthony Prochenski at [anthony.prochenski@phmc.com](mailto:anthony.prochenski@phmc.com)