



Accounting Assistant

Vayan Marketing Group is an interactive marketing and data solutions company located in Boca Raton, Florida. We are a market leader in the interactive and direct marketing industry with an exciting technology platform and are in the forefront of the internet marketing industry.

This person will support the Accounting Team in generating and maintaining reports and administrative duties. The ideal candidate for this position loves numbers, is analytical, and extremely detail oriented.

Job Duties Include:

- Data entry and generating daily, weekly and monthly reports and related processes
- Assisting with monthly internal and external financial reporting
- Providing administrative support to the Accounting Team
- Maintaining general files and documentation
- Other projects as assigned

What we are looking for:

- 1 to 2 years relevant work experience and/or Associates degree in a related field
- Excellent Excel skills
- Comfortable and proficient working with numbers
- Strong sense of responsibility, urgency and attention to detail
- Reliable and committed to timely and accurate results
- Familiarity with internet marketing a plus
- Must be US Citizen or permanent resident

What we offer you:

- Friendly team-oriented work environment
- Fun business casual atmosphere (iPods and jeans are allowed)
- Growing entrepreneurial company with opportunities for advancement
- Excellent benefits including health insurance, generous PTO (paid time off) Program, 401(k), short-term disability, long term disability and life insurance
- Opportunity to be a part of new and cutting edge internet advertising industry
- On the job training

Visit our website for information at: <http://www.vayan.com>.

Candidates will be subject to skills testing and a background check.

Don't pass up this great opportunity! Email your resume with cover letter and salary requirements to: recruiting@vayan.com right away!

Applications or inquiries from third parties/agencies will not be accepted.