



Accounting Assistant (Part-Time)

Thomas McGee Group provides practical solutions for our clients, founded in 1910. Thomas McGee Group's mission is to "**Serve First**": Serve our clients, our community and our associates. This position resides in the Accounting Department. Thomas McGee Group also provides full client solutions including Commercial Insurance, Employee Benefits, Surety, Third Party Administration, Personal Risk and Loss Control Services.

This is an entry-level, part-time position - 20 hours per week.

As an Accounting Assistant, you'll be responsible for the following:

- Performing bank statement and client balance reconciliations.
- Performing quarterly audits on claims accounts.
- Recording journal entries for claims accounts transfers and checks issued.
- Accumulating and reporting employee expense summaries.
- Occasionally performing duties of other accounting staff.
- Various other duties as assigned.

Qualifications:

- **Have acquired or working towards a Bachelor's degree from a four-year college in Accounting or equivalent of 3 years hands-on experience.**
- Proficient in Microsoft Office Excel.
- Strong mathematical and accounting skills.
- Strong written and verbal communication skills.
- Strong organizational and problem solving skills.

What You'll Love About Us:

- **Great Life Balance Culture.** Regional company with a family feel, awarded "Healthy KC Platinum Certified," by the KC Chamber. Offer flexible start times with paid parking at our downtown KC location.

To Apply:

Send your resume to Lisa Hinton: lhinton@thomasmcgee.com