**SharesVault Job Openings**

**JOB TITLE: Graphics Designer**

**REPORTS TO: Sales Manager**

**DEPT: Sales Division**

**SUPERVISES:** none

JOB SUMMARY

Provides financial information to management by researching and analyzing accounting data; preparing reports.

##### REPORTING RELATIONSHIPS

Accountant report to Compliance Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.
* QUALIFICATIONS

Minimum 1 years experience in Web designing field

##### REQUIRED

* Minimum 1 years experienced person with Graduation
* Fluent English communication
* Creativity
* Photoshop, CSS, Flash knowledge

##### PREFERRED

Minimum 5 website design assignment