



Outsourcing, Consulting and Corporate Training for Equity Compensation

Position/Title: Junior Accountant/Payroll Specialist

FRS is looking for a recent graduate with a major in Accounting, Economics, or Business Administration or a corporate professional with one+ years of experience in accounting or payroll.

We will consider training the right candidate for a new career in Stock Plan Administration.

The person must have general knowledge in one or more of the following areas:

- Accounting / bookkeeping
- Payroll
- A corporation and its business operations
- Knowledge of employee benefits
- Stock options
- The Stock Market /exchanges / stock brokers

Skills and qualifications required:

- Loves to work with numbers
- Can analyze data
- Do reconciliations
- Willing to work hard to learn a new field
- Experience in a database application or related software
- Must be organized and efficient
- Must have excellent English written and oral communication skills
- Must have a bachelor's degree or equivalent experience
- Must know Excel, Word proficiently

Qualified candidates please specify the position to which you are applying and email your resumé to: TeresaL@Equity-Strategies.com.