



IT ASSISTANT/REPORT WRITER, IT DEPT, BURBANK

TEAM is a leading provider of payroll and business affairs services to the advertising and entertainment industries. We have an immediate opening for an IT Assistant/Report Writer at our Burbank location, who will work with internal departments to create database reports on an as-needed basis. The position will also be responsible for creating weekly union reports and other standard reports that are filed on a regular basis. The ideal candidate has excellent communication and analytical skills, database reporting experience, a strong understanding of bookkeeping, and experience with financial accounting packages. This is a position that requires initiative and a pro-active approach to problem-solving, tasks, responsibilities and working with colleagues. Discretion in handling company and client information is required, along with professional ethics, appearance, and conduct.

Primary Responsibilities and Duties:

- Database reporting
- Audits reporting
- Special Request reporting
- Additional duties and responsibilities relating to reporting and IT functions on request

Skills and Requirements

- Strong experience with Excel including macros and Visual Basic
- Presentation overlays for reports
- PC Computer skills (in addition to Excel skills noted above) including Outlook, Word, Adobe Acrobat, and ability and willingness to learn new and/or proprietary computer applications as required.
- Knowledge of bookkeeping and payroll a plus
- Knowledge of JDEdwards a plus
- AS400 experience preferred
- Experience working with unions and union reporting preferred
- Excellent logic and analytical skills
- Good communication skills in English
- Strong collaborative abilities
- Organizational skills.
- Attention to detail and analytical skills.
- Flexibility and multi-tasking abilities.
- Ability to work well under pressure.

Education & Work Experience

- Must be a High School Graduate.
- Minimum two years college preferred
- Minimum two years work experience preferred

Submit your resumé to: Job-Ads@teamservices.net

Please indicate "JD-RW10" in the subject line of your email when submitting a resumé.

No phone calls, please!