

ACCOUNTING ASSISTANT IN LONG ISLAND, NY

SEEKING A CANDIDATE INTERESTED IN ASSISTING ACCOUNTING FUNCTIONS THROUGH CLERICAL AND ADMINISTRATIVE SUPPORT. TASKS INCLUDE WORKING WITH A WIDE VARIETY OF ACCOUNTING DOCUMENTS INCLUDING INVOICES, BILLINGS, REIMBURSEMENTS, CASH RECEIPTS, VENDOR STATEMENTS AND JOURNAL VOUCHERS.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Correct, process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers.
- Review and code financial information.
- Prepare and process documents to disburse funds.
- Compile and review information for accuracy.
- Assist in the preparation of accounts payable checks, update register, create batch ticket.
- Obtain and distribute mail and invoices for approval. Assist in proxy mailing and labels.
- Answer phones politely and efficiently.
- Support sales staff with letters and mailings.
- Order appropriate supplies for bank.
- Print daily journal entry batch confirms and file appropriately.
- Record daily attendance and maintain company vacation calendar.
- Compile monthly reports.
- Update batch and check register.
- Write checks for invoices.
- Maintain records.
- Perform assigned tasks effectively to ensure regulatory compliance and adequate risk management.

QUALIFICATIONS:

- High School Diploma or GED required; Associate Degree in Accounting or related financial discipline a plus.
- Previous experience/training with computer applications, such as Microsoft Word, Excel and PowerPoint, and any other related Accounting Software.
- Excellent verbal and written communication skills.
- Close attention to detail.
- Great critical thinking skills.
- Ability to work independently and manage one's own time.
- Ensure that all activities are performed in compliance with federal, state and Bank Secrecy Act regulatory requirements.