Job Opening

Job Posting: 03/05/2020  Application Period: 30 Days or Until Position is Filled

**JOB TITLE:** Staff Accountant, Accounts Receivable  **LOCATION:** NYC

**DEPARTMENT:** Controller

**BASIC FUNCTION:**
Responsible for managing all accounts receivable transactions, recording of daily cash receipts and setting up billing for all non-mortgage items. Also responsible for the preparation of journal entries, reconciliations and account analyses and schedules as required for the annual financial statements.

**WORK PERFORMED:**
- Prepare and balance daily cash receipts.
- Prepare monthly and quarterly account analyses.
- Prepare monthly journal entries for cash receipts and expense accounts.
- Maintain all billing and collection records.
- Reconcile reimbursed expenses and pilot payable to City of New York accounts.
- Prepare and reconcile Accounts Receivable monthly aging report.
- Liaise with internal and external auditors.
- Serve as backup to Accounting Manager to setup and manage billing for all corporate and subsidiary operating units.
- Special tasks and projects as assigned.

**EDUCATION & REQUIREMENTS:**
Education Level required: Bachelor’s Degree in Accounting or Finance
Relevant experience required: 3+ years of accounting experience
Knowledge required: Peoplesoft financial system helpful, Excel

**APPROXIMATE HIRING SALARY:** $58,500 (w/ comprehensive benefits package)

**INQUIRE**
Shawn Bryant – HR Manager - Human Resources Dept.

*External Candidates:* Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

*Internal Candidates:* Complete Posting Application and attach a copy of resume

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