

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*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY