



## Accountant

### DUTIES & RESPONSIBILITIES

- Accounts payable
- Accounts Receivable and Collections
- Prepare and enter bank deposits for multiple accounts
- Credit card reconciliations and expense reports
- Interface with other departments and clients in a friendly and efficient manner
- Run healthcare reports and perform analysis of data including reconciliations
- Reconcile with Quickbooks revenue data from multiple departments
- Preparation and management of financial reports completed on a weekly, monthly, and /or quarterly basis, as assigned
- Assist with year end audit, sales tax filings, and 1099 preparation
- Periodically process payroll and commissions in Paychex and Excel
- Filing and organization of financial records

### EDUCATION AND MINIMUM REQUIREMENTS

- 1-3 years experience in accounting or finance
- Bachelors degree required
- Knowledge of MS Office and Quickbooks preferred
- Strong Excel skills required

### SALARY & BENEFITS

- \$45,000/year
- Excellent benefits including paid vacation, Health Insurance, Dental Insurance and company matching 401K

PLEASE RESPOND WITH RESUME TO BARBARA FRIEDMAN

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