

Building Service 32BJ Benefit Funds

Job Description Posting

Health Fund

Job Title: Staff Accountant
Labor Grade: Grade 6
Department: Accounting
Reports To: Assistant Controller
FLSA Status: Non-Union/Non-Management/Exempt
Posting Date: April 19, 2019

Summary:

The Staff Accountant I works under the general direction of the Assistant Controller.

The position supports the efforts of the department to perform the monthly financial close process and preparation of Financial Statements in an accurate and timely manner.

Other responsibilities include but are not limited to: analysis of general ledger accounts, prepare of financial statement binders, coordinate and analyze data/statistics for cost allocation, prepare of bank and investment reconciliations and monthly/quarterly invoices for shared services.

Principal Duties and Responsibilities:

- Supports the month-end close process on assigned fund(s) as follows:
 - Preparation of Financial Statements and variance analysis
 - Performs Bank, Investment and General Ledger account reconciliations
 - Records accrued expenses, prepaid, fixed assets, depreciation and amortization entries
 - Prepares workpapers and supporting schedules
- Perform all aspects of day to day accounting processes including but not limited to cash reporting, journal entries, preparation of monthly invoices for shared services, bank and investment reconciliations.
- Performs Balance Sheet and Income Statement account analysis and reconciliation to the General Ledger.
- Manage conflicting deadlines and priorities as assigned. Quickly adapt to changing priorities, managing and clearly communicating deadline risks as new tasks and projects arise.
- Perform any other relevant, related or pertinent work or duties as requested or assigned by the Assistant Controller, Controller, Senior Management or their designee.

Technical Skills:

- Intermediate level of proficiency in Microsoft office, including Excel, Word, Outlook & PowerPoint
- Knowledge of AccPac (or equivalent) preferred
- Ability to prioritize work and meet deadlines
- Strong analytical, problem solving and decision-making skills
- Excellent organizational and prioritizing skills

Detail oriented with strong ability to multitask

Interpersonal Skills:

- Works well with a variety of staff at different levels and skill sets
- Gears communication to the needs of others
- Highly motivated, detailed oriented individual
- Strong oral, written and interpersonal skills
- Demonstrated customer service orientation
- Ability to work both independently and as a team player
- Ability to effectively operate in a fast paced work environment

Qualifications and Core Competencies:

- Bachelor's Degree in Accounting/Finance
- 1-2 years of experience as an Accountant
- Respects timelines set to complete work projects
- Prioritizes work flows & escalates time sensitive matters
- Consistently shares issues and problems with Assistant Controller(s), providing a potential solution when able
- Seeks ways to work more efficiently and effectively while not losing sight of departmental goals
- Follows up with request and assignments seeing them through completion
- Assist with other tasks as necessary

Interested candidates should submit their cover letter and resume to: jobpostings@32bjfunds.com. Only those candidates under consideration will be contacted. No phone calls please.