



NEW YORK STATE SENATOR

Phil Boyle

## Job Posting: Bookkeeper

PHIL BOYLE October 15, 2014

### **Alessandro & Associates, CPA, PLLC – Bookkeeper – Job Posting**

**Our Firm:** Alessandro & Associates has been in business since 1991. Over the last 23 years, we have earned our clients' trust by delivering timely insights based on our constantly growing knowledge and experience. We help our clients solve problems big and small so they can stay focused on the work they love. Specializing in servicing the restaurant industry, we continue to grow by providing superior customer service and meeting the unique needs of our clients.

**Position Summary:** This is a full-time, hourly bookkeeping position, M-F, 9:00-5:30, with overtime required during the busy tax season. Located in Islandia, Long Island, we are seeking an energetic and hard working individual to join our family-friendly team! The successful applicant will need to have great attention to detail, organizational skills, strong mathematical capability, and be a quick learner with good communication skills. Knowledge of A/P, A/R, vendor and supplier accounts, as well as general bookkeeping requirements for retail businesses is needed. Specialized skill in sales tax compliance would be a plus. Microsoft Office skills expected. QuickBooks or similar software experience is preferred.

### **Job Responsibilities:**

- Set up all A/P, A/R, vendor and supplier accounts within QuickBooks

- Research and resolve all A/P and A/R discrepancies
- Track aged payables and receivables
- Reconcile quarterly payroll returns based on detailed proprietary spreadsheets
- Prepare workers' compensation audits based on detailed proprietary spreadsheets
- Reconcile bank and credit card accounts (Including downloads into QuickBooks)
- Work closely with clients on a daily basis
- Enter daily sales based on POS reports
- Cash accounting
- Prepare monthly amortizations and accrual schedules
- Prepare YE reconciliations
- Client visits when necessary
- Monthly accounting review preparation

**Rewards:**

- We provide a relaxed and supportive office atmosphere
- Benefits include vacation, sick/personal time, paid holidays, and a matched 401(k) plan. Be sure to visit our website: <http://www.aaacpas.com/>
- At A&A, we take pride in what we do and build strong, close working relationships with our clients
- You will find us flexible, fun and friendly – we work as a team and help each other on a daily basis
- At A&A, we strive to create an environment that fosters high standards, individualized client service and full employee engagement

- We are committed to providing training and career development for our people

**To Apply:**

Qualified candidates should send a resume and cover letter (including salary expectations) to: [Careers@compasswfs.com](mailto:Careers@compasswfs.com). Please indicate "Bookkeeper and your name" in the subject field. Applicants not providing all of the submission requirements detailed above may not be considered.

Alessandro & Associates is an Equal Opportunity Employer. We encourage Veterans, seasoned professionals and those returning to the workplace from unemployment or planned breaks to apply.