

## **Job Title: Accountant** (Full-Time)

### **Job Summary**

Real Estate Development & Management company located in Long Island, New York is looking for an experienced full-time Accountant to assist in managing day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

### **Responsibilities and Duties**

- Balance and maintain accurate ledgers
- Monthly Bank reconciliation
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses and enter cash receipts
- Coordinate & assist in preparing quarterly financial statements/monthly management report, including cash flow, profit & loss statements and balance sheet
- Prepare annual budgets based on actual expenses and projected revenues
- Move and maintain QuickBooks accounts to Yardi accounting.

### **Qualifications and Skills**

- Two to five years' recent experience working in accounts payable and receivable, general ledger & bank reconciliation
- Strong knowledge of generally accepted accounting principles

- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel
- Proficiency in Yardi Systems & QuickBooks are preferred
- Accounting/Bookkeeping Work Experience in real estate management company is preferred
- Accounting bachelor's degree is preferred

Salary will be commensurate with experience.

Interested Candidates, please send resume to [info@skamarin.com](mailto:info@skamarin.com)