Cross River Bank

Title: Account Payable Specialist/Bookkeeper

Location: Fort Lee, NJ

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: Rapidly expanding bank seeks a diligent, efficient, organized proactive Account payable Specialist, must display a positive attitude.

Primary Responsibilities:

- Record, code with the proper general ledger account and reconciliations of vendor invoices
- Payment of vendor invoices in a timely manner via ACH, Credit Cards and checks
- Facilitate reimbursements of employee expenses
- Electronic organization of supporting documentation relating to payments
- Compliance testing of new vendors
- Assemble data information for preparation of 1099 forms
- Other Finance duties including bank and other reconciliations
- Other duties as necessary

Qualifications:

- Bachelor degree preferred
- Working knowledge or Word and Excel
- Experience with Cash Disbursements software
- Integrity, ability to work independently.
- Exceptional collaboration skills and a desire to work as part of a high-performance team.
- Strong verbal and written communication skills.

Application Instructions:

Please email sperez@crossriverbank.com