Elias B. Cohen & Associates

Title: Assistant to Comptroller

Location: Roseland, NJ

Job Type: Full-Time (Entry Level)

Compensation Type: Salary  
Wage: $35,000 - $40,000 plus benefits

Start Date: ASAP

Job Description: Growth requires the establishment of a new position for candidate with strong business/accounting education. You will use your skills initially to support in the management of our firm including assistant accounting duties, data analysis, banking, account receivable and payable involvement, etc. This is a growth opportunity position. We are proud of the success that college graduates have had with us and we would be proud to introduce qualified candidates to our staff so that they can get a first had look at us. Significant growth potential in position. Recent grads encouraged to apply.

Primary Responsibilities:

- Provide administrative support to Comptroller with accounting needs
- Prepare daily deposits and issue payments
- Work with Account Executives to maintain AR/AP
- Provide statistical reports from the agency automation system to Upper Management to allow them to evaluate the efficiency of the agency’s operations
- Maintain Agency accounting records by scanning, filing & logging accounting documents
- Reconcile bank statements by analyzing statements and general ledger
- Enter, update, and/or retrieve accounting data from agency automated system

Qualifications:

- Bachelor’s degree
- Focus on accounting and business management
- Basic accounting and bookkeeping terminology and practices
- Attention to detail
- Knowledge of spreadsheet and database software
- Ability to determine work priorities

Application Instructions: Please submit resume with cover letter to marcy_rappaport@cohenins.com.

About the Organization: A privately owned, mid-sized, boutique risk management and insurance firm has been a premiere North Jersey firm for over 75 years. Our firm provides professional risk management & insurance services for a wide array of businesses (private & public), individuals, Not for Profit Groups, NGOs, etc.