School Accounting Professionals, LLC

Title: Accountant

Location: 111 Howard Boulevard, Suite 101 Mount Arlington, NJ 07856

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description: Seeking Accountant to prepare detailed Excel spreadsheets, reconcile Excel spreadsheets to QuickBooks, book adjusting journal entries, interface with business office personnel and clients, prepare schedules for use by year-end auditors and assist in budget preparation.

Qualifications:

- Bachelor’s Degree
- Detail-oriented and well organized
- Knowledgeable of QuickBooks accounting software
- Proficient with Microsoft Excel worksheets
- Familiarity with DOE regulations a plus

Application Instructions: Please apply by submitting your resume by e-mail or fax mary@sap-cpa.com or (973) 398-3017.

About the Organization: Our firm has specialized in providing accounting and consulting services to Private Schools for Students with Disabilities for the past 32 years. We work with Business Office personnel to meet all of the requirements of the DOE including compiling quarterly reports, interfacing with outside auditors, consulting on compliance issues, and training personnel.