Untracht Early LLC

Title: Accounts Receivable Associate

Location: 325 Columbia Turnpike, Suite 202, Florham Park, NJ 07932

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary

Start Date: ASAP

Job Description:
Under direction from the Accounting Supervisor, the accounts receivable associate will be responsible for maintaining and accounting records and transactions for billing clients, accounts receivable, cash receipts, collections, related general ledger maintenance, maintaining client records, bank reconciliations, and other tasks as needed in addition to working with the firm’s outside clients and internal staff.

Primary Responsibilities:

- Maintain and record accounts receivable transactions in our billing system and general ledger
- Track and maintain accounts receivable, prepare invoices, client billing records
- Check and verify source documents such as engagement letters, etc.
- Reconcile general ledger accounts to internally and externally prepared schedules
- Bank statements and reconciliations
- Maintaining filing system of source documents
- Interact with internal staff, clients and vendors
- Special projects and other requests as needed

Qualifications:

Required Skills:

- Excellent organization, communication, and interpersonal skills
- Highly motivated self-starter and dependable
- Intermediate Microsoft Excel skills
- Ability to multi task and must pay close attention to detail

Required Experience:

- Experience with accounts receivable and collections
- Bachelor’s degree preferred
Experience with QuickBooks
Previous bookkeeping experience with good understanding of general ledger classification

Application Instructions:
Please contact Cristiana Wilson, HR Assistant, cwilson@untracht.com or (973) 805-7160

About the organization:
Untracht Early LLC offers a full range of accounting, tax, auditing and consulting services. The firm specializes in serving a diverse clientele that includes investment partnerships, closely held and entrepreneurial businesses and provides Family Office & Business Support Services to meet the needs of high net worth individuals and their families.

We pride ourselves on being an exceptional firm built on solid professional skills and strong working relationships with our clients. We offer a competitive salary, benefits, flexible summer work hours and an exciting work environment. We are a fast growing company offering tremendous opportunities for development and advancement to ambitious accounting professionals.