

General Ledger

As the GL Accountant, you will report directly to the Controller and be responsible for all accounting activities as well as financial reporting to support operations and ensure compliance with generally accepted accounting principles (GAAP).

- Prepare invoices and reconcile supporting documents to ensure accurate billing including timely invoicing of reimbursable expenses
- Monthly Journal Entries
- Assist with preparation of supporting files for work in process entries prepared monthly
- Review contracts to ensure invoices are billed in accordance with contractual terms
- Coordinate collections efforts with manager for third party billing on behalf of Facilities
- Ensure closing items, including preparation of bank, loan, and distribution reconciliations, are completed for month-end close
- Assist with the audit and tax preparation
- Reconcile all balance sheet accounts as well as maintain deferred revenue schedules and communicate balances
- Support departmental initiatives including but not limited to process documentation and system implementations
- Ad hoc reporting as necessary
- Coordinating with Billing and understanding BDA allocations, ensuring revenue settlements are booked in alignment of that data
- Ensure security and confidentiality of data
- Such other activities as may be assigned by your manager

Qualifications/ Requirements

- Bachelor's degree in Accounting
- The qualified candidate would be a self-starter, team player and possess an accounting/finance background with 2-4 years of experience
- Strong analytical ability, good judgment, strategic and multidimensional thinker
- Strong attention to detail and organized with the ability to meet strict deadlines
- Excellent PC skills and possess high level of proficiency in Microsoft products including Excel
- Demonstrate professional behavior and teamwork, punctual, dependable and adhere to company policies and procedures
- Strong commitment and dedication to the position and a Team Player
- Works well under pressure and meets deadlines