

A growing back office accounting firm is looking for a full time Accounts Payable and Payroll Clerk to join our team.

**Location:** On site - Cedarhurst, NY

**Work Hours:** 9:00am-5:30pm

**Responsibilities:**

- Receive, verify, and reconcile invoices
- Perform invoice and general ledger data entry - use correct information from the invoices, select appropriate GL accounts, attach invoices
- Collect W-9 information for vendors and store in accounting system
- Reconcile processed work by verifying entries and comparing system reports to balances
- Ensure credits are received for outstanding memos
- Generate purchase orders as needed
- Track payment schedules and pay bills on time via check, online vendor accounts, online banking
- Issue stop payments
- Cash management
- Process fund transfers
- Handle employee reimbursements
- Process payroll
- Communicate with clients
- Process 1099 reports at year-end
- Produce reports and handle other ad hoc tasks for managers as needed

**Skills Required:**

- Fast typist
- Understanding of basic principles of finance, accounting, and bookkeeping
- Excellent time management skills
- Proficiency with Excel
- Excellent communication skills
- Comfortable learning new accounting systems and online platforms
- Attention to detail
- Organized

**Apply in HireQC:** [www.qc.cuny.edu/hireqc](http://www.qc.cuny.edu/hireqc)

