



Accounting Specialist

Bouchey Group of Companies, has an immediate employment opportunity for an Accounting Specialist who will be an integral part of our administration and accounting team. Successful candidate should have a minimum of two to three years working experience in accounting functions and be proficient in Microsoft Excel and Quickbooks.

Responsibilities Include:

- Prepare monthly account reconciliations.
- Posting of accounts receivable payments and commission checks into Accounting Software.
- Utilize software system for billing, posting, and researching receivables and A/R transactions.
- Monitor aging reports and take necessary collection steps.
- Work directly with the CFO to design and implement internal control policies and procedures.
- Other accounting and administrative duties as assigned

Qualifications:

- 2-3 years of experience in accounting or accounts receivable function.
- Experience with Quickbooks and Excel.
- Good interpersonal and organizational skills.
- Strong analytical and computer skills.
- Must be self motivated and organized.
- The ability to work collaboratively on projects.

We offer excellent benefits, a friendly comfortable work environment, and opportunities for career advancement. Please mail resume with a cover letter including salary requirements to:

Bouchey & Clarke Benefits, Inc.

Attn: Human Resources

PO Box 1616

Troy, NY 12181

Or email to : agavin@bouchey.com