

# Accountant

## Job Description

### Summary:

The Accountant will assist with the recording of transactions, reconciling general ledger accounts, assist in the closing of month end, analysis of results and special projects.

### Accountant:

- Utilizing Techfrys Corporation's income statements and balance sheets to prepare special financial reports by collecting, analyzing, and summarizing account information that ensure complies with federal, state, and local financial legal requirements
- Preparing and filing Techfrys Corporation's yearly e-file the federal (EFTPS) and NYC/NYS quarterly estimated corporate taxes to ensure accuracy and punctual filing
- Develop and manage Techfrys Corporation's sales database by utilizing SQL to ensure accuracy and efficiency to migrate into accounting system
- Monitoring Techfrys Corporation's daily cash flows and accounts receivable posting through QuickBooks (QBs) system
- Verifying Techfrys Corporation's accounts payable, approving the outgoing payments with vendors' invoices, posting accounts payable ledger, approving the wire/ACH transfers to prevent fraud
- Analyzing Techfrys Corporation's operational challenges and creating an Inventory Management System to improve efficiency and effectiveness while reducing labor cost
- Developing, managing and maintaining Techfrys Corporation's online sales and payment database for 5 different company accounts throughout 7 marketplaces
- Analyzing Techfrys Corporation's online sales data and operating expenses to support business decision-making and ensure cost-efficiency
- Processing employees payroll bi-weekly (ADP), maintaining the employees timesheets, keep track of employees' benefit issues, and other payroll and human resources related issues
- Performing monthly bank reconciliations, balance-sheet accounts reconciliations, and cash-flow reports
- Maintaining the Techfrys Corporation's fixed assets depreciation schedule, chart of accounts, and short-term/long-term investments
- In charge of G/L entries, month-end closing entries, accrual entries, adjusting entries, and year-end entries

### The successful candidate will be:

- Detail oriented
- Maintain a positive attitude
- Ability to work under pressure and meet deadlines.
- Possess time management skills
- Ability to maintain confidentiality

### Qualifications:

- Bachelor's degree in Accounting, or relevant experience.
- MBA with concentration in Accounting a plus.
- Good with numbers and figures and an analytical acumen
- Experience with QuickBooks Enterprise or similar Accounting systems
- Excellent knowledge of MS Office, particularly Excel spreadsheets.
- Computer literacy including e-mail, internet, database inquiry and updating.
- Ability to verbally communicate clearly and effectively.

**Physical Requirements:**

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

Works in an indoor, climate-controlled office setting.

Job Type: Full-time

Pay: \$55,000 - \$65,000 per year

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off
- Parental leave
- Vision insurance

Physical Setting:

- Office

Schedule:

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Williamsville, NY 14221: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Accounting: 1 year (Preferred)

Work Location: One location