

Accounting Trainee



Full-time, 18 months – Boston, MA – New York, NYC

Description of the company

A growing management services company is seeking a highly motivated J1 – Accounting Trainee to join our team.

Missions

Client relationship:

- Assist management with Clients' interactions: phone, emails
- Manage clients' requests according to priorities and time available
- Answer questions in a timely manner

Accounting/Bookkeeping:

Book AP and follow approval procedures and US GAAP; most clients are on an accrual basis therefore cut-off procedures must be respected.

Cut checks for vendors after approval for payment has been received, prepare mailing, ensure adequate documents are included with payments. Book manual payments when necessary.

Book Expense Reports and control receipts versus amounts claimed on expense reports. Report to supervisor anything unusual or questionable.

Missions

Prepare client's invoices according to specific instructions provided by client when required, and book AR.

Review cash deposits made by client or Office Manager and book payments in AR ledger.

Book payroll.

Maintain assets file, with a copy of the invoice and copy of the entry.

File all documents, according to description provided, tax, legal, AP.

Prepare documents to be returned when fiscal year is over and tax return has been completed.

Skills

A College diploma in Business, Accounting or Finance

2 years of public accounting or financial reporting experience

Fluent in English

Able to multitask and switch tasks according to client's priorities

Ability to work in a multicultural environment

Ability to document procedures and follow instructions