



Job Title: Accounting Associate

Job Grade VI

Location: 255 Delaware Ave, Buffalo, NY 14202

Reports to: Controller

Summary:

Responsible for the Agency's daily cash receipt management process.

Responsibilities:

- Reconcile client payments taken at Agency sites and posted to client accounts.
- Review daily bank activity and record deposit transactions in accounting software.
- Reconcile insurance and client payments with the Billing department on a daily basis.
- Prepare daily bank deposits and deliver to the bank.
- Assist in preparation of some bank account reconciliations.
- Assist the Senior Payroll Accountant with the processing of biweekly payroll using the ADP system.
- Other duties as assigned.

Knowledge, Skills & Abilities:

- Strong Microsoft Excel skills.
- Able to multi task and prioritize work load.
- Ability to maintain effective relationships with coworkers.
- Ability to communicate clearly and concisely, orally and in writing.
- Sage accounting software or ADP experience a plus.

Qualifications:

An Associate's degree in accounting and three (3) years paid experience performing some combination of bookkeeping and/or accounts receivable tasks.

To apply, please use the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=bc8d9065-32e2-4324-a1f6-642d23e837bf&jobId=254781&lang=en_US&source=CC2&cclId=19000101_000001