



**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](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)**