Program: Administration
Position/Title: Staff Accountant
Location: Newark, NJ
Hours: Full-time | 9:00 am – 4:30 pm
Reports To: Chief Financial Officer
Position Posted: Until position is filled
Basic Functions: Staff Accountant is responsible for maintaining financial procedures and confirming financial compliance through preparation of a company’s reports and statements.

Responsibilities:
• Process customer invoices daily
• Set up new customer accounts and run credit reports
• Monitor Accounts Receivable/collections
• Process Accounts Payable invoices and W-9 verification for new vendors
• Process weekly Accounts Payable check run and monitor when invoices are due
• Asset Management process and reporting
• Reconcile monthly deposits
• Process, reconcile account payments and code to proper account
• Post journal entries and reconcile general ledger accounts as needed
• Process monthly bank reconciliations
• Assist with financial statement review
• Assist CFO with month-end closing process
• Act as back-up to keep the department running smoothly
• Additional duties as assigned

Qualifications:
• Bachelor’s degree in accounting or finance required
• At least two years’ experience in accounting or a related field
• Strong mathematical and analytical skills
• Proficient in Microsoft Word and Excel
• Excellent oral and written communication skills
• Proven ability to handle multiple projects simultaneously
• Ability to read and analyze financial reports
• Strong understanding of US tax regulations

Equal Opportunity Statement: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org
In the subject line, write: Staff Accountant