

Friday, July 8, 2016

Bookkeeper/Accountant

Company: Broadway Dance Center

Location: NEW YORK, NY

Compensation: Competitive salary commensurate with experience.

► [Share](#) | [Print](#) | [Download](#)

Job Description

Broadway Dance Center is New York's premier dance studio, operating in New York City for 30 years.

We are seeking a motivated and energetic individual to join our company as a Bookkeeper/Accountant.

SUMMARY OF POSITION:

This highly professional individual will have a wide variety of responsibilities ranging from day-to-day bookkeeping operations to financial reporting. The ideal candidate will possess excellent interpersonal skills and proven ability to multi-task in a busy environment. Strong communication skills are essential. Candidate must be a team player who takes initiative and is detail-oriented with strong follow-through skills. You need to be reliable, accurate and willing to work hard. Knowledge of Quickbooks a must. Ability to learn Filemaker database, Mind Body software, Jackrabbit software and Paycom software.

POSITION RESPONSIBILITIES:

- Processing and recording Checks & Wire Transfers
- Multi state sales tax collection and reporting
- Processing & Handling A/P
- Preparation of Excel Financial Reports
- Processing & Recording of Cash Receipts
- Processing & Recording of Credit Card Bills
- Handling Accounting-Related Emails & Correspondence
- Bank Reconciliations
- Handling Company Payroll
- Process new hires

QUALIFICATIONS:

- 3 – 5 years experience
- Mandatory - proven experience using QUICKBOOKS
- Excellent computer and internet skills, must be proficient in Microsoft Office (particularly Excel)
- In-depth understanding of accounting concepts
- 4 Year College Degree, accounting major preferred
- Previous Bookkeeping & Accounting Experience a Must
- Financial Analysis & Reporting Capabilities
- Account Analysis & Reconciliation Capabilities
- Ability to work in a creative environment
- Good organizational and time-management skills
- Strong communication skills, must be able to interact with clients and all levels of management

Broadway Dance Center
322 W 45TH ST FL 3
NEW YORK, NY, 10036
2125829304
[Broadway Dance Center](#)

For more information:
Vanessa Byard
jobs@bwydance.com
2125829304

[< back](#)

[previous listing](#) • [next listing](#)