

Accounting Associate

Salary Range: \$50-\$60k per year, commensurate with experience

Wales-Darby is a leading Manufacturer's Representative in the HVAC and Plumbing industry serving the greater New York / New Jersey / Philadelphia areas. Our continued growth and success over the past 50 years has been due to our commitment to excellence - both in the manufacturers that we represent and in the talent that we hire.

We are currently seeking an **Accounting Associate** to join our Finance team based in Islandia, NY. This full-time, in person, position reports to the Vice President – Finance & Accounting.

The **Accounting Associate** will be directly involved in the day-to-day accounting functions within Accounts Payable and Accounts Receivable, including processing cash receipts, processing payments, and reconciling activity/balances. This individual will have the opportunity to interact and work with customers and other external contacts. This role will require the use of accounting systems to process and code transactions within the general ledger and to generate reports/analyses. Strong consideration of and attention to internal controls, as well as policies and procedures, is important to the overall success within this role. This individual will be provided with the opportunity to learn, develop, and take on additional responsibilities over time.

Job Requirements

Bachelor's degree or equivalent experience in accounting.

Candidate must have a willingness to learn new procedures and possess flexibility in switching priorities. The candidate should be a good team player and be motivated to contribute to the overall success of the team.

Competencies include –

- 0-5 years of accomplished experience in accounting functions
- Knowledge of U.S. GAAP and financial reporting
- Strong background in both Accounts Payable and Accounts Receivable a plus
- Experience with accounting work papers, journal entries and reconciliations
- Experience with month-end close procedures
- Demonstrated oral and written communication skills - ability to conduct telephone conversations and compose correspondence / e-mails professionally
- Proficiency with the Microsoft Office package with an emphasis on Excel
- Excitement towards using technology and digital tools to accomplish daily tasks
- Attention to detail with strong ownership of responsibilities and work assignments
- Ability to work independently or as part of a team
- Ability to understand and follow instructions
- Ability to set and carry out priorities

This position is full-time, in office, Monday-Friday / 8am-5pm; with a one-hour lunch break. Wales-Darby offers a comprehensive compensation package including competitive salary, health benefits, life and disability benefits, 401(k), paid holidays, paid vacation / sick time.

For immediate consideration, please submit your resume including work experience, education background and salary expectations.