



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

Job Title: Junior Accountant

Department: Finance

Supervisor: Kevin Aronowitz, Controller

Grade: 10

Salary: **\$42,000**

Posting period from: Through April 7, 2017 or until position is filled

Human Resources Representative: Melissa Vele, Human Resources

Applicants can submit their resume via: fax (212 216 4484), e-mail hronline@javitscenter.com or mail to Human Resources, Jacob K. Javits Convention Center of New York, 655 West 34th Street, NY, NY, 10001.

Job Summary:

This role reporting to the Controller is responsible for a variety of accounting functions to support the Controller with a focus on General Ledger Analysis. This position will be expected to grow into a more analytical role in order to support the Finance department in reporting and analyzing data using Excel and other reporting tools.

Main Areas of Responsibilities:

- Responsible for the preparation and reconciliation of the operating and other bank accounts and the related credit card receivable accounts.
- Weekly cash forecasting to assist the Controller in investing activities.
- Preparation of monthly journal entries.
- Reconcile general ledger accounts and maintain account analyses.
- Assist with month-end processes and adhere to deadlines.
- Assist with implementing and maintaining internal financial controls.
- Assist in the preparation of schedules and documentation for the year-end audit.
- Assist in preparation of documented accounting policies and procedures.
- Prepare detailed statements and schedules for reports; develop certain reports as directed.
- Identify opportunities for change in order to make processes more efficient.
- Responsible for the 1099 yearly filing process and review of W-9 forms.
- Review and process expense reports.
- Ad-hoc projects as required.

Experience, Education & Requirement

- 4 year degree in Accounting or Finance required.
- Accounting experience is strongly preferred; 1-2 years in an accounting role.
- Proficiency with email and Microsoft applications
- Applicant must have strong knowledge of Excel (VLOOKUP, filtering, sorting, importing, exporting, at a minimum)
- Knowledge of Oracle or other similar accounting system a plus.
- Must be highly detail oriented and organized.
- Ability to meet deadlines, follow instruction, prioritize work and great attention to detail.
- Excellent verbal and written communication skills.
- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance creativity, problem solving and results.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law.

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