



## **Accounting Assistant (Suffolk County, NY)**

### **Responsibilities**

The Accounting Assistant assists the Accounting Department with the following:

- Process and record daily cash receipts including make copies of all checks received, prepare daily deposit slip, and maintain daily check register.
- Reconcile deposit slips to cash receipt ledger.
- Calculate and reconcile thrift shop revenue and sales tax.
- Allocate and reconcile prepaid expenses.
- Maintain and reconcile all rep-payee transactions.
- Receive/Process/Distribute departmental mail.
- Monitor and maintain fixed assets in Pro-Systems & reconcile to General Ledger.
- Calculate and reconcile depreciation expense.
- Sort and distribute bi-weekly payroll.
- Produce monthly billing statements and vouchers with applicable supporting documentation and corresponding recording of entries for OTDA.
- Assist with annual insurance renewals.
- Create and file tax exemptions as needed for Options.
- Sets up new bank accounts by preparing appropriate paperwork and correspondence.
- Submit financial statements to all external agencies as required/requested.
- Perform work paper preparation for annual audit as appropriate.
- Cross train in other accounting areas as appropriate.
- Additional appropriate tasks as assigned by management.

### **Qualifications and Requirements**

- Associate's degree in Accounting, Business, or other related field preferred.\*
- Good communication skills.
- Some bookkeeping experience preferred.
- Knowledge of MS Excel preferred.

\*An alternative combination of education, experience, and credentials may be substituted for education.

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E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**

## **Work Schedule**

Monday – Friday: 8:00 AM – 4:00 PM

## **Benefits**

Full-time Employees are eligible for:

- Medical, Vision and Dental Insurance
- Tuition Assistance
- Flexible Spending Account
- 403(b) retirement plan with employer match
- Long Term Disability
- Short Term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly

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