



Junior Financial Specialist

Company Overview

Efficient Advice is a business consulting organization focused on our customers' success. We become our client's trusted advisors by re-imagining their current status quo; reviewing their needs, identifying opportunities, and making it better.

Location: 73 Market Street, Suite 376, Yonkers, New York 10710

Role Summary

Req. #: 2021-ACCT-PTJFS001

Efficient Advice is currently looking for a **Junior Financial Specialist** to support our Accounting Services organization in the New York Tri-State area. This position will report to the leadership team. Our *Financial Specialist* role will be a great opportunity for professionals looking for a career transition. Recently college graduates are welcome to apply. If you are a solution-oriented critical thinker with a passion for analysis and information, this opportunity is for you!

Industry: Finance and Assurance

Travel Required: 5%

Schedule: Flexible part-time

Responsibilities:

- Process various transactions and entries for QuickBooks.
- Provide daily support to our Accounting Services clients.
- Collaborate on various aspects of the monthly/quarterly/annual close process (i.e., journal entries, account reconciliations, expense analysis, and trend analysis).
- Facilitate and assembling the quarterly and annual Tax requirements.
- Support in coordinating the Internal controls policies.
- Ensures files/records are complete and maintained as needed.
- Handles accounts receivable/payable duties.
- Track and prepare all manual payment requests.
- Researches accounting issues/challenges.
- Prepares monthly reconciliation reports and maintains the integrity of the financial accounting using sound and acceptable accounting practices.
- Support other ancillary tasks needed by the Chief Financial Officer or the rest of the management team.
- Support tax season operations.
- Prepare ad-hoc reports as requested.





Expectations:

- Possess an Associate's Degree or two years of professional experience.
- Be bilingual (*English* and *Spanish*).
- Demonstrate Accounting knowledge.
- At least 1 year of QuickBooks experience.
- Proficiency in Microsoft Word and Excel.
- Able to work independently with a minimal amount of oversight.
- Ability to work under pressure and meet timelines.
- Excellent organizational skills.
- Great attention to detail.
- Strong work ethic
- Strong oral and written communications skills.
- Ability to navigate through various processes.

Benefits/Compensation:

- Competitive compensation package.
- Business mentorship.
- Friendly culture.
- Flexible schedule.
- Complimentary access to our online school (for active employees only)
- Company-paid major holidays.
- Year-end performance bonus.

If you are interested in applying for this outstanding opportunity to join a competent, committed, and energetic team, please complete an employment application, attach a copy of your current resume and a cover letter detailing your interest in the position. Application forms can be downloaded from the Efficient Advice's website at: www.efficientadvice.com/jobapplication. We can't wait to welcome you into the Efficient Advice family.

Applications submitted without a job application form, cover letter, and resume will be considered incomplete and rejected. Based on the application, cover letter, and resume, best-qualified applicants may be invited to an oral interview.

Efficient Advice is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Recruitment:

Closes on MM/DD/YYYY.

