



Bookkeeper

Farkouh, Furman & Faccio, LLP (“FF&F”) is a rapidly growing boutique accounting firm situated on Park Avenue in Midtown, Manhattan. Currently, we are looking for a full-time Bookkeeper who possesses a strong understanding of general ledger, balance sheet, and income statement reporting.

Daily Responsibilities:

The person in this role will work closely with our Financial Controller, with daily responsibilities including but not limited to processing Accounts Payable and Accounts Receivable, posting journal entries, preparing monthly billing, as well as generating and analyzing financial reports as needed. Duties also include ensuring the proper recording of checks and payments within internal systems and reconciling receivables with bank transactions.

This role requires direct communication with clients, vendors, firm management and staff. Candidates for this role should have a strong work ethic and the ability to work within tight deadlines. Candidates are expected to work well both independently and as part of a team.

The ideal candidate should possess the following:

- 2-3 years of bookkeeping / basic accounting experience
- Thorough knowledge of QuickBooks (desktop and online)
- Ability to understand and prepare general ledgers, balance sheets, and profit & loss statements
- Intermediate knowledge of Excel
- Exceptional verbal and written communication skills
- Strong organizational skills; ability to multi-task while completing projects timely
- Attention to detail and commitment to accuracy

Preferred but not required:

- Bachelor’s degree with a focus in accounting or equivalent
- Advanced knowledge of Excel (Pivot tables, v-lookups, Sumifs)
- Proficiency with Bill.com
- Prior experience within an accounting firm

To be considered for this position, please email your resume to Meg Beditz at mbeditz@ffcpas.com with “Bookkeeping Position” in the subject line.