



Bookkeeper/Personal Assistant

Farkouh, Furman & Faccio, LLP (“FF&F”) is a rapidly growing boutique accounting firm situated on Park Avenue in Midtown Manhattan. Currently, we are looking to add a full-time tax Staff Accountant who has leadership skills and long-term growth goals to service our clients.

At FF&F we offer the unique opportunity to work on sophisticated clientele ranging from high net worth individuals and families to businesses of all sizes from startups and sole proprietorships to publicly traded corporations in a small firm, nurturing environment.

This is a newly created position to respond to an increased demand from our existing clients. We focus on outcomes as opposed to output with the constant goal of adding value to our clients. Potential candidates must exhibit common sense, ownership, passion and the desire to service clients.

We offer a competitive salary (commensurate with experience), eligibility for 2 yearly bonuses along with a full range of benefits including medical, dental, vision, 401(k), profit sharing, tuition reimbursement, paid time off, and other fringe benefits.

Job Responsibilities and Duties:

- Prepare and analyze general ledger journal entries, fixed asset tracking, monthly balance sheet and bank reconciliation
- Assist Clients with related special projects as required; perform other duties as assigned
- Process payroll for clients
- Assist clients with special projects
- Generate and file monthly financial reports
- Develop, analyze, and prepare periodic financial statements for timely distribution to management
- Assist with accounts payable functions including but not limited to verifying invoices, expense reports, check requests, and purchase requisitions; entering data into accounts payable system; processing weekly check runs
- Assist with accounts receivable functions including but not limited to applying payments to appropriate accounts, monthly invoicing, reconciling customer accounts, and handling customer inquiries
- Reconcile petty cash fund
- Assist with budget preparation
- Prepare and analyze monthly journals
- Perform daily banking procedures
- Maintain fixed asset and related depreciation schedules
- Prepare monthly tax returns (e.g. payroll tax; sales tax)
- Coordinate implementation of accounting systems and accounting control procedures
- Review and analyze the organization's accounting operation; make improvement recommendations
- Assist with related special projects as required; perform other duties as assigned

Qualifications:

- Minimum of one-year certificate from college or technical school, one to three years related experience, or equivalent combination of education and experience
- Proficiency in QuickBooks is preferred

- Ability to prepare reports and business correspondence
- Commitment to excellence and high standards
- Excellent interpersonal skills and the ability to effectively communicate with clients
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Driver's license holder is preferred
- Must be able to travel to clients (within the tri-state area) as needed

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, sex, sexual orientation, gender identity, disability, genetic information, national origin, race, religion, veteran status, or any other protected category.

To be considered for this position, please [apply online](#) via our Careers page.