



Bookkeeper - Client Services

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 bookkeeper 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 in a small firm, nurturing environment.

We offer a competitive salary (commensurate with experience), eligibility for a yearly bonus along with a full range of benefits including medical, dental, vision, 401(k), profit sharing, tuition reimbursement, paid time off, and other fringe benefits. We also offer the ability to work remotely up to 3 days per week.

Job Responsibilities and Duties:

- Record or review daily transactions including accounts receivable and payable; updating and maintaining the general ledger; and preparing trial balance and various monthly reporting accurately and timely
- Accounts receivable functions including but not limited to applying payments to appropriate accounts, monthly invoicing, reconciling customer accounts, and handling customer inquiries
- 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
- Develop, analyze, and prepare periodic financial statements for timely distribution to management such as balance sheet, profit and loss and cash flow statements
- Perform daily banking procedures including monthly bank reconciliations
- Maintain fixed asset and related depreciation schedules
- Assist clients with related special projects as required; perform other duties as assigned
- Process payroll for clients
- Prepare and analyze monthly journals
- Prepare monthly and quarterly tax returns (e.g., payroll tax; sales tax)
- Coordinate implementation of accounting systems and accounting control procedures

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 required; Bill.com, Zero, and US GAAP knowledge preferred
- 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; and a willingness to work within constantly changing priorities with enthusiasm

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.