



Position Opening

ABCUSA Office of the General Secretary
King of Prussia, PA

Staff Accountant

About you:

We are seeking a qualified individual to perform basic accounting functions involving Accounts Receivable, Accounts Payable, and some general ledger analysis.

Responsibilities:

- Maintain Accounts Receivable Transactions
 - Reconcile Daily Lockbox Deposits
 - Prepare deposits for entry into accounting database

- Maintain Accounts Payable Transactions
 - Code invoices for database entry
 - Process payments

- Various Duties as Assigned
 - Budgeting
 - Financial Statement Preparation
 - Employee credit card analysis
 - Bank Reconciliations

Required Skills:

- Able to communicate clearly
- Must demonstrate good logical thinking skills
- Must have experience working with Microsoft applications.

Desired Skills:

- Accounting/Finance degree or equivalent experience.

Compensation: Competitive compensation package including employer paid contributions to a 403(b) retirement plan, healthcare benefits, and paid time off (vacation, sick leave, and holidays). This is a full-time position. Employee must work in the ABCUSA Offices located in King of Prussia, PA.

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to jobs@abc-usa.org.

Application must be received by July 12, 2021