

Accountant

Description:

The hired individual will be responsible for accounts receivable functions of the firm as well as assisting with other finance/accounting aspects of OSAM.

Responsibilities include:

- Maintain client accounts and generate client invoices;
- Accounts receivable management and aging analysis;
- Assisting with monthly closing process;
- Preparation of reports as needed;
- Special projects as assigned;

Required Skills/Experience:

- Approximately three years of experience
- Accounts Receivable experience highly desirable
- Public accounting experience a plus
- Excellent attention to detail
- Strong analytical skills
- Strong excel skills and technology oriented
- Self-motivated, proactive

Education:

- Bachelor's Degree in Accounting, Finance or related field