SIMON & SCHUSTER

JOB POSTING FOR STAFF ACCOUNTANT/PARSIPPANY

DATE: January 8, 2016
TITLE: Staff Accountant I
DEPARTMENT NAME: Royalties/Parsippany


DUTIES:
Cut checks daily
Audit vouched invoices before check disbursement Prepare daily cash reconciliation Perform vendor maintenance Confirm Wire Transfers entered into Oracle (report exceptions to manager) List of monthly accruals if invoices are not all vouched for the month Check Daily Royalty Reconciliations Assist with Monthly Reconciliations Assist with Intercompany Accounts Payable Report for CBS Assist with monthly T&E Report (companywide)

REQUIREMENTS:
Bachelor’s Degree in Finance or Accounting
Advanced Excel skills
Proficiency in computer software
Ability to write journal entries

SCHEDULED WORK HOURS: 8:30AM-5:00PM
LOCATION: Parsippany, NJ

APPLICATIONS MUST BE COMPLETED ONLINE @ WWW.SIMONANDSCHUSTER.BIZ