Belsono Management Group - Accounting Intern

Summary Overview:
Belsono Management Group, LLC, a growing Eastern and Midwestern US hearing health retailer with over 125 patient clinic locations, seeks a high energy, Accounting Intern for our Mountain Lakes, NJ home office accounting staff. You’ll be responsible for basic accounting entry and tracking, general ledger functions, assisting with commission program calculations, third party account coordination, multi-location basic financial analysis, bank and other account reconciliations and reporting. Assists all internal departments and field locations with monthly tracking indicators. Researches and resolves account discrepancies. Other projects and support work as assigned. Coordinates closely with other internal accounting staff

Essential Functions include but are not limited to:
• Account/bank reconciliations
• Assistance with monthly commission calculations and reporting
• General ledger operations
• Assist with monthly closings
• Assist with preparation of monthly financial reports
• Assist with implementing and maintaining internal financial controls and procedures
• Address questions / provide response to internal information requests and external vendors.

Minimum & Preferred Qualifications:
• Min. 2 yr. Associates Accounting degree (4-yr preferred) or equivalent experience
• Min. 1-2 yrs. related general work experience in professional office setting, retail business preferred.
• Knowledge of accepted accounting practices and principles
• Previous experience with general accounting- courses or actual experience preferred
• Knowledge of applicable accounting laws, codes and regulations
• Knowledge of economic principles
• Previous experience with calculation of sales-related commissions preferred, multiple location tracking
• Knowledge and experience of Microsoft Office, esp. advanced skill w/ Excel, Great Plains- Microsoft Dynamics ERP system preferred

Required Competencies:
• Attention to detail; time/cycle and accuracy focus
• Mathematical aptitude and supporting computer software program proficiency
• Impeccable follow-up and through
• Proven research capability
• Multi-tasking and strong time management skills
• All-level written and verbal communication skills
• Responsible accountability to deliver on outlined tasks; bias for action and complete resolution

Work Setting & Travel Expectations:
General office setting with typical moderate noise levels in a temperature controlled environment. Operates office equipment (computer, fax, copier, phone) as required to perform essential job functions. Interfaces regularly with other internal team members and some external contacts.

If interested, please email your resume by August 10th to bizjobs@montclair.edu and indicate Belsono in the subject line.

POSTED: August 3, 2017