



## OPEN POSITIONS AT GETTRY MARCUS

### Paraprofessional - Bookkeeper

*\*All applications kept confidential\**

**Gettry Marcus CPA, P.C.**, voted Best of the Best and a Top 200 growing, dynamic accounting firm seeks knowledgeable and experienced **Full Charge Bookkeeper** to join our expanding Family Office practice group. Qualified candidate can expect a comprehensive compensation and benefits package with excellent opportunities for professional growth. See our Careers brochure to learn more about the Gettry Marcus Culture.

#### Major Responsibilities & Duties

Include, but are not limited to:

- Write up of client cash receipts and cash disbursements
- Bank deposits and reconciliations
- Bank and credit card reconciliations
- Brokerage account analysis
- Payroll preparations
- Sales tax preparation
- Process AR and AP
- Bring the books to trial balance stage
- Communicate with clients to obtain and provide documents/instructions

#### Requirements & Qualifications

- 7-10 years full charge bookkeeping
- QuickBooks Online experience required
- Knowledge of Bill.com, Expensify and similar online applications a plus
- Must have Excel and Word skills
- Ability to work in a fast-paced environment and be a team player
- Effectively communicate with clients, partners, and staff



## Contact

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Terry Pomerenk

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## About Us

**Gettry Marcus CPA, P.C.** is a top 200 nationally ranked CPA firm. The Firm provides accounting, tax, and consulting services to closely held businesses and high-net-worth individuals in diversified practice areas. Our practice groups include Real Estate, Health Care, Professional Services, Wholesale distribution, Manufacturing and Partnership/hedge funds, among others. In addition, we have one of the premier and most credentialed Business Valuation and Litigation Groups in the New York Metropolitan area.

Our dynamic firm looks for individuals who are talented, enthusiastic and have varied interests. In return, we provide a professional working environment that is supportive with excellent opportunity for professional advancement.

We are an Equal Opportunity Employer.

*Gettry Marcus CPA, P.C. is not engaging external recruiting agencies for this position. The submission of unsolicited resumes from an agency shall **not** constitute the presentation of a candidate. Unsolicited resumes from agencies will be treated as Gettry Marcus' to follow up with as we see fit.*