A Flushing company is seeking an experienced Senior Bookkeeper who will perform various office functions including the successful follow-up and status of the company’s outstanding receivables, accounts payable, and general ledger compiling financial information.

Responsibilities for the Senior Bookkeeper include but are not limited to:

- Maintain all accounts payable and accounts receivable record, ensuring that payables are correctly entered into the financial software and paid on time.
- Prepare invoices for receivables.
- Monthly Reconciliation
- Support Accounting Manager in preparing financial reports.
- Keep track of all due dates for invoices, subawards and other transactions.
- Contributes to team effort by performing other work as needed.

Requirements for the Senior Bookkeeper include:

- Bilingual Chinese and English strongly preferred.
- 5 years of bookkeeping and Quickbooks experience.
- Advanced Microsoft Excel skills required.
- High degree of accuracy and attention to detail.
- Ability to multi-task, prioritize and meet multiple deadlines.
- Ability to work in a fast-paced environment with minimal supervision.