

Junior Accountant

Responsibilities

1. Manage accounts receivable, including research, reconciliation, and adjustments.
2. Process daily cash receipts and cash disbursements
3. Manage banking information daily.
4. Monitor, analyze and collect past due accounts.
5. Assist with month-end period close procedures.
6. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
7. Report to the Director of Finance and Accounting.

Qualifications

1. Bachelor's Degree in Accounting.
2. 1-3 years of customer service experience.
3. Previous office experience.
4. Intermediate to Advanced level of proficiency with Microsoft Excel.
5. Experience in a small to mid-sized company is preferred.
6. Previous experience using an ERP system is preferred.

Characteristics of An Employee at Brownmed

1. Works hard in teams with a positive desire to improve performance while having fun.
2. Receives feedback with an open mind to learn and improve.
3. Finds challenge and discovery in a growing organization.
4. Embraces the spirit of community with a desire to make a difference.
5. Lives an active, healthy life with a commitment to others.

Location

Boston.

Compensation Package

Competitive salary and benefits package depending upon qualifications. Please send resume and cover letter to financecareers@brownmed.com for consideration.