



BrightHouse is looking for a staff accountant who will be responsible for the day to day accounting functions such as GL, AP, and Project Accounting. This person will be someone who can demonstrate the following: Excellent work ethic; communication and interpersonal skills; ability to function in a collaborative, collegial and pressurized environment; high integrity and intelligence; excellent judgment; a conceptual thinker – strategic as well as pragmatic; and an ability to generate trust and build alliances with co-workers. Specific responsibilities include;

Accounts Payable and Disbursements

- Ensure expense reports follow BrightHouse Expense Reimbursement Policy
- Clarify any questionable invoice items, prices, and vendor information
- Code and enter invoices and expense reimbursement forms into Accounts Payable system
- Ensure accurate coding of invoices and expense reports to appropriate general ledger account
- Run Weekly AP Aging and submit to CFO for Approval
- Assist with weekly check run and mail all payment out to vendors
- Work closely with Parent Company on all invoices and expense reports that are submitted to them
- Scan and File all vendor payments and supporting documents such as invoices
- Assist EAs in completing Expense Reports
- Complete 1099 Tax Forms on a Yearly Basis

General Ledger

- Assist Senior Accountant with preparation with Month-End and Year-End Financial Statements
- Assist Senior Accountant in preparation of month-end journal entries
- Assist Senior Accountant in reconciling General Ledger accounts with Senior Accountant
- Run Miscellaneous General Ledger Reports as they are requested

Project Accounting

- Setup new employees in Time Keeping Systems
- Setup and Closed New and Old Projects in Time Keeping System
- Verify employee's monthly hours with Senior Accountant
- Run project reports as requested and needed

Other

- Assist team in accomplishing weekly, monthly and yearly goals

Qualifications:

- Bachelor's Degree in Accounting or Finance with 1-3 years of experience
- Ability to interact effectively with people at all organizational levels
- Analytical, detail focus, problem-solving, decision making and organization/planning aptitude
- Proficient oral and written communication skills
- Proficient in all Microsoft programs

BrightHouse, a business division of the Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age,

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religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable.

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