

## ACCOUNTING CLERK

### ABOUT THE COMPANY

Persistent Systems is a growing business that develops Mobile Ad hoc Networking (MANET) wireless radio systems for US Government and commercial applications. The radios are typically worn on the person, mounted to manned vehicles, integrated into autonomous unmanned vehicles, or installed at fixed sites. The systems provide on-the-move data, voice, video, and situational awareness capability. Located in the heart of New York City, Persistent Systems is an exciting company that is passionate about delivering cutting edge products.

### JOB DESCRIPTION

We are looking for an Accounting Clerk with experience in accounts payable, accounts receivable and general data entry. The ideal candidate is organized, with proven experience in maintaining records and posting transactions in a timely manner. This position requires attention to detail, problem solving and team working competencies.

### QUALIFICATIONS / EXPERIENCE

Applicant should possess at least a High School Diploma or its equivalent, associate or bachelor's degree preferred. Applicant must have at least two years of bookkeeping experience. Applicant must have experience with the following:

- Must have Quickbooks experience.
- Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel Programs.
- Accounts Receivable and Accounts Payable

### PERFORMANCE RESPONSIBILITIES

- General accounts receivable functions: prepare and submit customer invoices, receive and post payments, mail monthly statements to customers and maintain customer files.
- General accounts payable functions: Check, verify and process invoices, enter accounts payable data, and maintain vendor files.
- Maintaining records and supporting documentation as ready reference of any recorded transaction.
- Assist with employee expense reports.
- Perform filing and general administrative tasks.
- Must be able to keep client matters strictly confidential.
- Open all mail for Business Office.
- Following and maintaining existing internal control procedure.
- Applying cash receipts to customer accounts
- Mailing customer statements

### EMPLOYEE BENEFITS

Persistent Systems offers a full suite of health, dental, and life insurance, and we provide multiple plans to suit individual needs. We also offer a matching contribution retirement plan and a flexible spending plan.

### APPLY

Please send a resume and cover letter to [jobs@persistentsystems.com](mailto:jobs@persistentsystems.com)

