



CHENG & TSUI

“Bringing Asia to the World”™

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Senior Accountant (Full Time Position)

Leading educational publisher of Asian language and culture publications in print and digital formats for K-12 and higher education markets seeks an experienced Senior Accountant to join its growing team.

Position summary: The Accountant is responsible for, but not limited to, maintaining the day-to-day accounting functions, accruals, monthly statement reconciliations, annual year-end preparation, and performing general accounting functions as required. This role has flexible remote work/hybrid work opportunity.

Essential Job Duties shall include, but are not limited to, the following:

- Generate and report on monthly financials which include income statements, balance sheets, and cash reports
- Manage Accounts Receivables, including invoicing, making deposits, issuing monthly invoice statements, maintaining customer and vendor records, generating aging reports, and helping with collections
- Manage Accounts Payables including issuing purchase orders, making payments, accruing monthly author royalties, reconciling vendor and credit card statements, maintaining vendor contracts and record, handling state and local sales tax requirements, reports, and payments in changing Nexus environment
- Administer and track publishing project costs
- Maintain and reconcile all G/L
- Prepare biweekly payroll for outside service, input 401K enrollment and deposits
- Reconcile multiple bank accounts monthly
- Prepare year-end documents for tax accountants, issue author royalty statement, and send out annual 1099s
- Assist with the annual budgeting and auditing requirements
- Administer all business, sales, and property taxes as due and keep up with changing requirements
- Review and maintain all financial and insurance contracts/documents securely
- Practice a philosophy of constant improvement to suggest ways to systematize and automate processes
- Perform other related duties as may be requested

Key Requirements:

- Bachelor's degree in Accounting or equivalent
 - Extensive knowledge of Generally Accepted Accounting Principles
 - 3 or more years of full-charge bookkeeping experience
 - Proficient in MSWord, MExcel, and comfortable with technology and learning new software programs.
 - Prior experience with latest Netsuite ERP software preferred
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- Highly organized, detail-oriented, and accurate, with the ability to prioritize and multi-task in a fast-paced work environment
- Strong English verbal and written communication skills to interface well with colleagues and external contacts, and to follow regulatory instructions
- Thrives in a collaborative, team-oriented office environment
- Proven ability to be discreet and to maintain confidentiality
- Authorized to work in the U.S.

Salary and title commensurate with experience. We are an Equal Opportunity Employer. We offer full benefits to qualified employees with 401K plan, health, dental, life, and disability insurance. We are located in downtown Boston, MA but offer remote work and hybrid work options.

To apply, please send resume *with* cover letter to careers@cheng-tsui.com, noting **SENIOR ACCOUNTANT** in the subject line. No phone calls accepted.