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## ACCOUNTING ASSOCIATE – Richmond Hill, Queens, New York

Laparkan Trading Limited is an international logistics organization in New York region; is currently receiving resumes from experienced candidates for the following position:

**Position Title:** Accounting Associate- Full Time

**Essential Skills, Education and Responsibilities:**

- Associate Degree in Accounting and/or training; or equivalent combination of education and experience.
- Strong written and verbal communication skills.
- Must be detailed oriented and organized.
- Excellent interpersonal and customer service skills.
- Strong computer software skills- Excel and Word
- Ability to prioritize and handle multiple tasks.
- Detailed understanding of operating system (LFMS)

**Position Responsibilities:**

- Assist with Coordinating Air; Ocean and Courier sales from traffic Department - must be accurately transferred to accounting.
- Checking of cash report ensuring all backup documents are attached along with deposit ticket, post payments to Accounts Receivables , adjust/post journals for incorrect coding
- Assist in the daily reconciliation of Agents submission of cash.
- Prepare commission receipts to reconcile Agents Accounts.
- Audit Documents for Air & Ocean rates
- Daily checks and balances of independent driver's submission of cash.
- Maintain Inventory and Fixed Assets count for all location
- Bank Reconciliation
- Assist with month end closings
- Performs any other accounting duties as assigned

**Qualifications:** Associate Degree in Accounting and/or training; or equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and /or ability required.

Benefit packages include Medical, Dental, Vision, and Life Insurance plans, 401(K) retirement plan, paid time off, and much more.

Interested candidates, visit [www.laparkan.com](http://www.laparkan.com) to complete and Employment Application. You will be required to submit a resume.

*Laparkan is an EEOC/DRUG FREE WORKPLACE.*