



The Intelligence Group is an international services company with business lines in Environmental Consulting and Business Investigations & Intelligence. Headquartered in NJ, we maintain offices in the United States and Europe. We are presently seeking talented individuals to join our growing team:

Position:

- Entry-level Accountant located in Bedminster, NJ
- This position will report to the Director of Finance, and entail responsibilities associated with project-level accounting, client invoicing, A/P, A/R, general ledger and related tasks. It is a unique opportunity to receive internal training and grow personally and professionally with a growing company.

Responsibilities include, but are not limited to:

- Open projects and manage budgets with company project management applications
- Create and issue invoices to clients in company systems
- Interact with company Project Managers, providing reports and budgetary support
- Process credit memos, maintain / update client accounts and contact information as needed
- Track payments in company accounts receivable system and credit accounts
- Research and audit vendor accounts for discrepancies and unpaid balances
- Prepare reports and summary spreadsheets in conformance with accounting procedures for supervisor's use in compiling accounting information and in response to management requests
- Ensure proper authorizations and approvals of Requests for Purchase
- Posting and verifying entries into the general ledger
- Compiling, sorting, and filing documents such as invoices, checks, journal entries and account reconciliations
- Other duties as assigned

Requirements:

- BS or BA in Accounting, Finance or similar degree
- Accuracy and attention to detail are a must
- Problem solver with strong interpersonal skills
- Aptitude for personal and professional growth
- Proficiency with Microsoft Excel
- Ability to learn applications including QuickBooks Pro, Microsoft Dynamics PSA + CRM, Microsoft 365, Microsoft Project

Please e-mail your resume to resumes@intell-group.com