

**JOB TITLE:** Assistant Accountant (AR/AP)  
**DEPARTMENT:** Finance, Admin, Systems  
**LOCATION:** NYC  
**REPORTS TO:** US Management Accountant  
**RESPONSIBLE FOR:** NO DIRECT REPORT

**Company Information:**

essensys is the leading global provider of software-enabled platforms for the flexible workspace industry. The world's largest, most successful serviced office, coworking, science park operators and commercial real estate owners rely on essensys to power, manage, grow and scale their workspace business.

We're looking for an experienced Assistant Accountant to help support the US Finance team with regards to receivable and Payable accounting. This is a pivotal role within the team and requires strong organization skills, understanding and maintaining financial records and assisting with general operations within the finance team.

**What will you be doing?**

You will be responsible for processing invoices and dealing with invoice queries, resolution of payment queries, overseeing and reconciling invoices, invoice payment, statement reconciliations, processing cash receipts and supporting the team with ad-hoc queries and tasks.

**The qualifications and skills you will need to:**

- Have excellent customer interaction skills both verbal and written
- Enjoy being part of a finance team with a minimum of 2 years' experience in accounts payable and/or general accounting
- Have working knowledge of GAAP
- Have working knowledge of NetSuite
- Be process driven and very organized. Able to structure your day with minimal interaction from your manager
- Have the willingness to go the "extra mile" to deliver timely solutions
- Be a quick learner and have the desire to learn new things

**What we are looking for?**

We are looking for the following aptitude and personal qualities

- Team Player
- Flexibility
- Impeccable attention to detail
- Work well under pressure

**Company Compensation and Benefits:**

- As an employee at essensys, Inc you will enjoy a competitive salary, 17 days holiday entitlement plus bank holidays and let's not forget, you will have your birthday off as we believe it's important to enjoy your special day away from work.
- Up to 5 days paid sick days
- You will also be automatically enrolled into our workplace 401k scheme from day 1.
- Other benefits include Company Healthcare, dental and vision, corporate gym plan, Cell phone contribution, just to name a few, as well as a wide range of professional development opportunities to support your growth with us.



- A full list of benefits will be provided on application.

**Does this appeal to you?**

If so and you want to work for a fantastic, expanding and exciting ProTech company, please forward your CV to [hr@essensys.tech](mailto:hr@essensys.tech) for the full job description, full list of benefits and more information about the recruitment process.