

Job Opening:

We currently have an opening for a Bookkeeper position within our Accounts Department at our Midtown New York office.

We are actively seeking a candidate who possesses intelligence, attention to detail, and a strong work ethic. Below, you'll find the job description, qualifications, and the advantages of joining our team.

Please forward your resumes at hr@ashidiamonds.com.

Job opening, requirements, and benefits associated with the Bookkeeper role.

About Us:

ASHI Diamonds LLC is a prominent jewelry company situated in Midtown Manhattan, New York. With nearly 40 years of experience, we have been successfully serving over 1,000 independent retailers across North America.

ASHI has an opening for Account Assistant / Bookkeeper.

Job Description: The Account Assistant's responsibilities include:

- Processing and depositing customer checks
- Managing the bank account and register
- Preparing monthly bank reconciliation statements
- Handling reconciliation and payments business expenses and bills
- Managing FedEx shipment account
- Recording journal entries
- Entering and managing invoicing and memos
- Creating shipping documents
- Managing office supplies and placing orders
- Analyzing spreadsheets

Required Skills:

- Associate's or bachelor's degree
- Strong analytical skills
- Minimum of 1 year of bookkeeping experience with knowledge of general accounting principles and practices
- Proficiency in computer applications, including spreadsheets, Microsoft Office, email, and accounting software.
- High attention to detail and accuracy
- Excellent planning and organizational skills
- Ability to multitask and adapt quickly to new situations
- Familiarity with Diaspark is a plus, though not required
- Experience in general office duties and clerical accounting

Benefits:

- Salary – Minimum - \$18/hour to Maximum \$20/hour
- Competitive industry-leading salary
- Health insurance coverage
- Retirement plan options
- Two weeks of paid vacation
- One week of paid sick leave