Job Title: Bookkeeper/Accountant - Family Office Services
Location: 310 South Street, Morristown, New Jersey

About Massey Quick Simon

Massey Quick was founded in 2004 to create a different kind of wealth management – one that suits its clients' best interests as a fiduciary by seeking to align the firm's goals with those of our clients and offer objective professional advice. On April of 2017, we underwent a merger with William E. Simon & Sons, our two firms have joined to form Massey Quick Simon and together we provide wealth management, investment consulting and family office services to high net worth individuals, families, endowments, foundations, and single family offices.

Why Work at Massey Quick Simon?

Massey Quick Simon's culture and company philosophy are founded on a set of fundamental values that influence the choices we make and the actions we take. Our core values encompass integrity & honesty, mutual trust & respect, ownership & accountability, and humility. We provide opportunity, nurture talent, develop our people and reward achievement. You will be joining a culture that promotes functional excellence and teamwork, a passion for learning, and values employee input to help shape the future of the firm.

Program Description

Responsible for all aspects of the month-end close, month-end financial statements, reconciliation of investment activity, cash projections, bank reconciliations and accounts payable and receivables for various Family office clients.

Duties & Responsibilities

- Perform month-end close, reconcile internal accounts, journal entries and issue financial statements (Balance Sheet and P&L) in QuickBooks for clients.
- Analyze monthly, quarterly, annual reports and ensure financial information has been recorded accurately.
- Reconcile bank statements.
- Verify daily bank account cash activities, prepare wire transfers to fund accounts as needed for expenses, donations and investment activities.
- Accounts payable and receivable for various entities, including auditing check requests for accuracy.
- Provide and maintain cash flow projections vendor and other reports.
- Review annual budgets.

- Provide pro forma and other financial reports to clients.
- Work directly with and provide a high-level of personal financial services to high-net-worth individuals and families with the utmost confidentiality.

Qualifications

- Associates degree in Accounting preferred.
- 1-3 years of experience.
- Family office Services experience preferred.
- Must be comfortable working independently and in a group environment.
- Should be organized, detail oriented and flexible in adjusting well to change.
- Must be able to remain calm under pressure with the ability to prioritize deadlines.
- Must possess advanced skills in Microsoft Excel and QuickBooks.
- Highly analytical and ready to make immediate impact in a dynamic environment.
- Must have excellent verbal and written communication skills.

Salary & Benefits

- Salary and bonus are competitive based on industry standards and experience level.
- Benefits include dental, vision, health care, and 401(k) with company match.
- Financial support for professional accreditation and continuing education requirements.
- Transparent open door culture and friendly working environment.
- Every employee is provided with a dedicated mentor and career path guidance.