

Financial Analyst at Diamond Communications

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Company: Diamond Communications

Location: Springfield, New Jersey

Category: other-general

Diamond Communications LLC (“Diamond”) is seeking a Financial Analyst at its Springfield, NJ headquarters to join the Finance Group. Diamond is one of the largest privately-owned cell phone tower companies in the United States and has made over \$2 billion of investments and acquisitions over the past five years. The Financial Analyst will be an important member of the Finance Group and will have exposure to various finance and accounting functions with a path to grow responsibilities over time. This position will involve direct interaction with senior management and is well suited for ambitious recent college graduates who have a desire to learn and build skills. A strong candidate will be able to manage tasks simultaneously and provide thoughtful, well-organized analysis. The position requires being in the office four days a week with one day remote.

Job Responsibilities:

Maintain tax records and prepare tax bills, payments, and reports.

Manage monthly, quarterly, and annual tax bills.

Liaise with our third-party tax compliance firm and registered agent.

Analyze and reconcile general ledger accounts and prepare tax adjustment entries.

Prepare journal entries and accruals to ensure accurate financial reporting.

Maintain general ledger accounts reconciliations.

Assist with the monthly closing processes by ensuring that journal entries are posted, general ledger accounts are reconciled complying with month end close schedule.

Reconcile monthly bank statements to the general ledger cash accounts.

Generate monthly payments to our landlords.

Respond to inquiries relating to the payments made to the landlords.

Post monthly tenant and recurring invoices.

Assist with streamlining processes and help to develop efficiencies for work streams.

Help with Finance Group projects that arise over time.

Requirements

Desired Skills:

College degree with exposure to finance, accounting and/or economics classes.

Familiarity with Excel, Word, and PowerPoint.

Strong communication and writing skills.

Good organizational skills.

Have a collaborative mind set and be a team player.

Benefits

Competitive salary, excellent benefits, and an exciting opportunity with a fast growing company.

Location:

Diamond is located in Springfield, NJ. Springfield is approximately 17 miles west of New York City. The office is conveniently located close to I-78 and NJ-24.

Please forward resume to Diamond Communications, Attn: Hiring Manager, 120 Mountain Avenue, Springfield, NJ 07081 or use subject heading Finance Group in your submission.

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