



## **ACCOUNTANT – ASSISTANT TO CFO**

Corporate Headquarters – Bedminster, NJ

With twelve years as a cutting edge industry leader, DDI Leasing is seeking to manage and account for its continuing growth with the hiring of an **Accountant** who will also serve as a direct **Assistant to the CFO**. The successful candidate will enjoy a fast paced environment and the opportunity to be exposed to all of the accounting functions of a growing equipment and technology lessor.

DDI began as a leader in the IBM AS/400 marketplace and has grown to represent most IT vendors with CPU, Storage and related Peripherals. Our technology focus also includes telecommunications, network, office, retail POS, Health Care/Medical and Infrastructure financing.

### **Qualifications and Competencies:**

- BS in Accounting.
- Two to Five (2-5) years of general accounting experience. (Lease Accounting Preferred).
- Solid analytical and organizational skills.
- Exceptional verbal and written communication skills.
- Flexible, Cooperative and Team Oriented.
- Ability to work independently with minimal direction.
- A self-starting, winning attitude and work ethic to succeed.

### **Computer/Software Proficiencies:**

- Microsoft suite with emphasis on Word and Excel (Required)
- Great Plains (Desired)
- Peachtree (Desired)
- Lease Plus (Desired)

### **Responsibilities:**

- Provide general accounting support.
- Perform bank reconciliations.
- Generate and reconcile Expense Reports.
- Oversee A/R, A/P transactions/processes.
- Execute General Ledger journal entries and account reconciliations.
- Manage the classifying and filing of miscellaneous accounting records.
- Provide for the filing of sales tax reports.
- Manage the daily reconciliation of deposits to cash.
- Work hand-in-hand with the CFO and Leasing Administrative Operations Team to ensure we maintain superior client service levels.
- Use judgment within defined business practices and procedures.

### **Compensation / Benefits:**

- Competitive Salary commensurate with experience and lease accounting knowledge.
- Our comprehensive benefits package includes paid vacation, 401k, medical & dental insurance and disability benefits.

### **How to Apply:**

Go to our website at [www.ddileasing.com](http://www.ddileasing.com) and submit your resume under the Careers tab.