

Intern / Financial Administrative Assistant

For over 80 years, Sapers and Wallack, Inc. has been a leading independent holistic financial services firm with a progressive client centric culture. We are seeking an up and coming professional that would like to gain experience in accounting, database management and administrative office support.

The individual must be highly motivated and demonstrate strong clerical and organizational skills. They must pay close attention to detail, as well as be comfortable working with MS Office applications (Outlook, Word, Excel, and PowerPoint). They will preferably be a student studying accounting, finance, or a similar discipline.

Office duties include: entering in all revenue, accounts payable, payroll, and general journal entries into our accounting system, conducting all purchasing for all office supplies and equipment, aiding with entry level human resource administrative tasks, compiling all insurance carrier commission statements, conducting the month end close, aiding in all office administrative general tasks, compiling information for insurance policy review process, implementing database clean ups and improvements in Salesforce, filing, mailing, spreadsheets, binding presentations, operation of basic office equipment and supporting the overall team.

Programs Utilized: Sage 50 (accounting software), Salesforce, Sharepoint, Box.com, Microsoft Office Programs: Outlook, Excel, Word, PowerPoint, and OneNote.

To apply contact Evan Macedo, Vice President of Finance & Operations, at emacedo@sapers-wallack.com.