

Dispensary Accounting Assistant (DAA)

Job Overview

NYCCE is a growing cannabis retail dispensary seeking an experienced Accounting Assistant with strong analytical and organizational skills, and a keen attention to detail to join our amazing team in the role of Dispensary Accounts payable. Our Back-End team is responsible for providing our “WOW” experience to every vendor, supplier, and contractor with company education, some secret sauce and premium quality cannabis products, with a uniquely genuine and fun experience. What is our secret sauce? It’s YOU!!! NYCCE encourages every candidate to come as their true, authentic self and embraces uniqueness and diversity.

The Accounting Assistant plays a critical role in providing administrative and clerical support to our back-office team in the Accounting Department. Our ideal candidate excels working in a fast-paced environment and has a strong attention to detail and multi-tasking, which are key to our overall operational success in this heavily regulated industry. Our ideal candidate will also be self-motivated and have a passion for service and relationship building, with the ability to excel working as part of a team. If the DAA role sounds like a great fit for you so far, keep reading.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist paying supplier invoices in a timely manner- accurately review, code and process vendor invoices.
- Maintain an orderly accounting filing system and permanent file.
- Keeping and maintaining company filing system.
- Assist in the purchasing and implementing Accounts Payable processes, including filing invoices, remittances, and other supporting documents.
- Perform data entry associated with accounts payable.
- Analysis of the organization’s credit card purchases for proper recording in the general ledger.
- Purchase supplies and equipment as authorized by management.
- Assist with maintenance and reconciliation of petty cash funds.
- Assist in bookkeeping and/or internal auditing of all files.
- Provide information to the CFO who creates the company’s financial statements.
- Provide clerical and administrative support to management as requested.
- Perform such other additional duties as may be assigned by CFO or SM (Store Manager).
- Proficient in Excel.

SKILLS:

- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension: Understanding written sentences and paragraphs in work related documents.
- Communication: Ability to effectively convey information to others verbally, as well as any required written methods that are appropriate for the needs of the audience.
- Emotional Intelligence: Strong self-awareness, the ability to problem solves and be proactive, rather than reactive. Understand why others may react in a certain way and can respond with facts and not feelings.
- Math: Ability to problem solve using mathematics (addition, subtraction, multiplication, division).
- Strong Computer Skills: Proficiency with Android, Window and Mac operating systems, MS Office (including Excel, Outlook & Word), Google Forms, word processing, data entry, etc.

REQUIREMENTS:

- Background check
- 21 years old or over
- United States Citizen

Reports To:

CFO

Schedule:

- 5 days a week minimum 25 hours
- Day or Afternoon shift available preferably 12pm to 6pm Monday to Friday. Saturday as an alternate day available.

Work Remotely:

- No

Experience and Education

High School Diploma (or GED or High School Equivalence Certificate)

Some Accounting experience required. Enrollment in an accounting program at an accredited college/university. (Required)

Experienced in QuickBooks Online

Familiar with QuickBooks Desktop