

Accountant - Entry Level (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$22.16 to \$25.66 hourly
Employment status: Contract / Temporary

Description

We are offering a long term contract employment opportunity for an Entry Level Accountant in West Hollywood, California, 90069, United States. This role is based in the entertainment industry and will involve managing accounting functions for various TV personalities and shows.

Responsibilities:

- Ensure accurate and up-to-date financial records through effective bookkeeping
- Handle Accounts Payable/Receivable (AP/AR) processes, ensuring timely payments and receipts
- Perform regular bank reconciliations to ensure financial accuracy
- Regularly check bank accounts and confirm deposits
- Manage payments to artists, ensuring correct identification and timely disbursement
- Apply correct commission rates and manage detailed accounting specific to the entertainment industry
- Regularly interact with the CEO for approvals and financial discussions
- Handle high volume of transactions and detailed, non-standard accounting tasks typical in entertainment accounting
- Ensure all bills are paid on a timely basis
- Enter accounting data into QuickBooks as appropriate

Requirements

- Proficiency in Microsoft Excel and QuickBooks software
- Demonstrated skills in account coding, account analysis, and accounting entries
- Understanding of accounting functions and account reconciliation processes
- Experience in handling Accounts Payable (AP)
- Strong attention to detail and accuracy in all tasks
- Excellent problem-solving abilities and analytical skills
- Ability to manage multiple tasks and meet deadlines
- Strong written and verbal communication skills
- Bachelor's degree in Accounting or related field preferred
- Willingness to continue professional development and stay up-to-date with industry trends and regulations

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