

Staff Accountant

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: \$30.00 to \$35.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking to find a talented, efficient Staff Accountant to join an esteemed organization. In this position, the Staff Accountant prepares journal entries, monthly and year-end closings, bank reconciliation, fixed asset maintenance, and general ledger reconciliation. Many aspects of internal reporting during the monthly close will be your responsibility. You will also participate in compliance, interact with our external auditors for quarterly reviews and annual audits, and look over schedules for the reporting processes. This position involves a good deal of time spent on producing Financial Statements, Cash Flow projections, and Budgets. This Conroe, Texas based company is offering a temporary to hire opportunity that is multi-faceted and challenging in nature. This role is fully in office and hours would be Monday through Friday from 8-5. Please apply today for consideration!

What you get to do every day

- Maintain intricate journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll
- Assist in monthly financial close workbook preparation, including annual closing process
- Ad-hoc reporting and special projects, as requested
- Manage capital lease and monthly payment schedules
- Help with the implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Support fixed asset ledger, depreciation, and reconciliation
- Prepare monthly balance sheet and income statement analyses for management reporting
- Offer descriptions of a large number of financial data and communicate insights in a useful and understandable manner
- Conduct month end close, journal entries, without supervision
- Take part in various department-wide initiatives

Requirements

- 3+ years of relevant experience
- Spreadsheet and database capabilities
- Fully formed organizational, written and verbal communication skills

- BA/BS or equivalent in Accounting, Finance or Economics
- Proficient with spreadsheets and databases
- Ability to meet deadlines
- Recent and relevant accounting experience
- Strong analytical skills, accuracy and attention to detail
- Excellent attention to detail
- Takes action on items beyond formal job responsibilities
- Comfortable working in a changing and dynamic environment
- Accounts Payable (AP) experience highly desired
- Proven knowledge of Accounts Receivable (AR)
- QuickBooks experience required
- Journal entries experience
- General ledger experience
- Well-founded grasp of Income Statements
- Month-end Close Activities experience

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.