

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: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is looking to bring a Staff Accountant with exceptional organization skills and know-how into a growing organization. The Staff Accountant is responsible for preparing monthly and year-end closings, journal entries, fixed asset maintenance, bank reconciliation, and general ledger reconciliation. During the monthly close, you will hold responsibility over many aspects of internal reporting. In addition, you will support the development and implementation of accounting policies. In addition, you will participate in compliance, review schedules for the reporting processes, and work alongside our external auditors for quarterly reviews and annual audits. This very involved position works to produce Cash Flow projections, Budgets, and Financial Statements. This company offers a challenging and multi-faceted opportunity where effort is rewarded and the role is based in the Newport Beach, California region.

Your responsibilities

- Ad-hoc reporting and special projects, as requested
- Be a part of various initiatives spanning multiple departments
- Assist in the month end, quarter end and year end closing process including monthly financial close workbook preparation
- Maintain intricate journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll
- Complete month end close, journal entries, without supervision
- Aid in implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Keep up fixed asset ledger, depreciation, and reconciliation
- Manage capital lease and monthly payment schedules
- Manage the design and creation of balance sheet analysis and communicate reports to management
- Offer descriptions of a large number of financial data and communicate insights in a useful and understandable manner

Requirements

- Self-starter with efficient time management and organizational skills
- Fully formed organizational, written and verbal communication skills
- Ability to work within spreadsheets and databases

- Experience with ERP systems
- Expertise in reconciliations
- Solid understanding of general ledger
- Distinguished analytical, quantitative and social skills
- Competent with spreadsheets and databases
- Recent and relevant accounting experience
- BA/BS or equivalent in Accounting, Finance or Economics
- Ability to prioritize deals and adapt to quick changes while remaining diligent, and to thrive in a dynamic, high pressure environment
- Attention to detail and ability to follow standard procedures is a requirement
- Vow to meet business deadlines

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This Job Posting will expire in 10 days.