

## 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:** \$28.50 to \$33.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking to build your career in accounting, there's currently a Staff Accountant position through Robert Half that you may want to check out. This is career-building opportunity is located in the Mountain View, California region and offered on a short-term contract / temporary basis. The duties of Staff Accountant include fixed asset maintenance, bank reconciliation, general ledger reconciliation, journal entries, and the preparation of monthly and year-end closings. The majority of time spent will be dedicated to producing Financial Statements, Cash Flow projections, and Budgets. Many aspects of internal reporting will be your responsibility during the monthly close. You'll also be reviewing schedules for the reporting processes, communicating with our external auditors for quarterly reviews and annual audits, and playing an active role in compliance.

### Responsibilities

- Support implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Participate in various initiatives spanning multiple departments
- Be responsible for account reconciliations including prepaid expenses, payroll, and other assignments
- Assist in monthly financial close workbook preparation, including annual closing process
- Carry out month end close, journal entries, without supervision
- Manage the design and creation of balance sheet analysis and communicate reports to management
- Organize capital lease and monthly payment schedules
- Offer succinct analysis on a wide variety of financial data and communicate it in a clear and concise manner
- Keep up fixed asset ledger, depreciation, and reconciliation
- Ad-hoc reporting and special projects, as needed

### Requirements

- Dedication and requisite skills to meet critical business deadlines
- Fully formed organizational, written and verbal communication skills
- Be detailed, flexible, and organized
- Top notch analytical, quantitative and social skills
- Takes action on items beyond formal job responsibilities
- Ability to work within spreadsheets and databases
- 2+ years of recent and relevant accounting experience
- ERP system experience
- Adeptness in Accounts Payable (AP)
- Foundational knowledge in Accounts Payable (AP)
- Accounts Receivable (AR) experience highly desired
- Expertise in Microsoft Excel
- Proficiency in GAAP Accounting

- Microsoft Dynamics AX experience desired
- Demonstrated knowledge of general ledger
- BA/BS or equivalent in Accounting, Finance or Economics
- Comfortable working in a changing and dynamic environment
- Working knowledge of spreadsheets and databases

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Questions? Call your local office at 1.888.490.3195. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.**