

## 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:** \$30.09 to \$34.84 hourly  
**Employment status:** Contract / Temporary to Hire

### 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. Located in the Sunnyvale, California region, the organization offering this long-term contract / temporary to hire opportunity provides rewards to those who dedicate extra effort in the work place. As Staff Accountant, your duties will include preparing monthly and year-end closings, journal entries, fixed asset maintenance, bank reconciliation, and general ledger reconciliation. This position is very involved as it will produce Financial Statements, Cash Flow projections, and Budgets. During the monthly close, your will also be in charge of many aspects of internal reporting. You'll also communicate with our external auditors for quarterly reviews and annual audits, take part in compliance, and look over schedules for the reporting processes.

#### Key responsibilities

- Manage capital lease and monthly payment schedules
- Help with the implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Create monthly statement analysis to be used for management reportings
- Participate in various department-wide initiatives
- Offer succinct analysis on a wide variety of financial data and communicate it in a clear and concise manner
- Ready complex journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll
- Partake in annual closing processes
- Ad-hoc tasks and special projects, as needed
- Execute month end close, journal entries, with little supervision
- Maintain fixed asset ledger, depreciation, and reconciliation

### Requirements

- BA/BS or equivalent in Accounting, Finance or Economics
- Spreadsheet and database capabilities
- Seizes opportunities to produce results without direct supervision
- Commitment and abilities to meet critical business deadlines
- Ability to work within spreadsheets and databases
- Efficient in ERP systems
- Foundational knowledge in NetSuite
- Demonstrated knowledge of Balance Sheet Reconciliation
- General ledger experience desired
- Microsoft Excel experience highly desired
- Journal entries experience
- Journal Entry experience
- Adeptness in Bank Account Reconciliation

- Outstanding organizational, written and verbal communication skills required
- Strong analytical capabilities and discernment
- Ability to work in a dynamic and changing environment
- 3+ years of recent and relevant accounting experience
- Strong attention to detail

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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.**