Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

94063
Redwood City, CA, 94063

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: $26.60 to $30.80 hourly
Employment status: Contract / Temporary

Description

Robert Half currently has a short-term contract / temporary position open for an experienced, organized Staff Accountant at a dynamic, growing organization. As a Staff Accountant, you will prepare journal entries, monthly and year-end closings, bank reconciliation, fixed asset maintenance and general ledger reconciliation. During the monthly close, you will be responsible for many aspects of internal reporting. You will provide support in developing and implementing accounting policies. In addition, you will participate in compliance, interact with our external auditors for quarterly reviews and annual audits, and review schedules for the reporting processes. This position is very involved as it will produce Financial Statements, Cash Flow projections, and Budgets. Based in the Redwood City, California region, this company offers an engaging and mulit-faceted opportunity where effort is rewarded.

What you get to do every single day

- Take part the in implementation and adherence to internal controls and accounting procedures, ensuring compliance with GAAP

- Carry out month end close, journal entries, without supervision

- Participate in the month end, quarter end and year end closing process including monthly financial close workbook preparation

- Participate in various initiatives spanning multiple departments

- Prepare monthly balance sheet and income statement analyses for management reporting

- Maintain capital lease and monthly payment schedules

- Offer descriptions of a large number of financial data and communicate insights in a useful and understandable manner

- Ready complex journal entries and account reconciliations including but not limited to cash, prepaid expenses and payroll

- Carry out fixed asset ledger, depreciation, and reconciliation.

- Ad-hoc reporting and special projects, as needed.

Requirements

- Working knowledge of spreadsheets and databases

- ERP system experience

- Proficient with spreadsheets and databases

- Recent and relevant accounting experience

- Takes action on items beyond formal job responsibilities

- Ability to thrive in a dynamic, high pressure environment, to prioritize deals and adapt to quick changes while remaining diligent

- Mature organizational, written and verbal communication skills

- Notable analytical, quantitative and social skills

- Inventory Reconciliation experience desired

- High attention to detail

- BA/BS or equivalent in Accounting, Finance or Economics

- Ability to complete multiple tasks and projects within deadlines

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This Job Posting will expire in 10 days.