

## 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:** \$23.75 to \$27.50 hourly  
**Employment status:** Contract / Temporary

### Description

There's currently a long-term contract / temporary position available for an experienced Staff Accountant with Robert Half. 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, many aspects of internal reporting will be your responsibility. 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, Financial Statements, and Budgets. This San Jose, California based company is offering an opportunity that is multi-faceted and challenging in nature. It's a thriving environment where effort is rewarded.

#### Your responsibilities

- Manage the design and creation of balance sheet analysis and communicate reports to management
- Carry out fixed asset ledger, depreciation, and reconciliation
- 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
- Maintain capital lease and monthly payment schedules
- Participate in various initiatives spanning multiple departments
- Be responsible for account reconciliations including prepaid expenses, payroll, and other assignments
- Play a role in the month end, quarter end and year end closing process including monthly financial close workbook preparation
- Help with the implementation, maintenance and adherence to internal controls and accounting procedures ensuring compliance with GAAP
- Ad-hoc reporting and special projects, as needed

### Requirements

- BA/BS or equivalent in Accounting, Finance or Economics
- Vow to meet business deadlines
- Ability to work within spreadsheets and databases
- Account reconciliation experience
- Microsoft Excel experience preferred
- Solid understanding of Accounts Receivable (AR)
- Journal entries experience
- Self-driven motivator who takes initiative on projects with a strong ability to understand and solve creative challenges
- Ability to work well in matrix organization and dealing with ambiguity
- Remarkable analytical, quantitative and social skills
- Fully formed organizational, written and verbal communication skills
- Spreadsheet and database capabilities
- Recent and relevant accounting experience

- Be detailed, flexible, and organized

- ERP system 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.**