



Code: 2513

Title: Staff Accountant

Location: Van Nuys, CA (Los Angeles area)

Department: Finance

Description: To support the Corporate Controller in carrying out the day-to-day responsibilities of the Finance Department. Maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

Responsibilities:

- Assist with the month and year end close process. Conducts research and makes journal entries for account discrepancies, prepares closing journal entries, posts accrual entries, and prepares financial statements.
- Prepare schedules for general ledger close.
- Prepare monthly journal entries for general ledger closing.
- Assist Corporate Controller with financial reporting requirements.
- Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals, and prepaid expenses.
- Maintains best fixed asset system, which includes preparation of journal entries, monthly depreciation, acquisitions, transfers and disposals, work forward analysis, reconciliation of general ledger to fixed assets system, verification of fixed asset existence by performing cycle count and preparation of depreciation schedules for budgeting purposes.
- Prepare and file business tax, use tax and personal business property tax returns.
- Demonstrates effective communication and problem-solving skills.
- Analyzes information by developing spreadsheet reports; verifying information.
- Perform various complex account analyses and reconciliation, as needed.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes as needed.
- Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends.
- Manage corporate employee credit card charges and post to general ledger.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time, often on short notice.
- Conduct inventory review and reserve analysis on a monthly or quarterly basis.

Supervisory Responsibilities This position (does not) have supervisory responsibilities.

**Requirements:**

- Must be able to resolve issues of a general and routine nature and exercise appropriate judgment to escalate issues to senior management.
- Must be able to effectively prioritize routine and non-routine work assignments to ensure goals and timelines are met.
- Discretion in handling confidential and sensitive matters.
- Experience in audit accounting and internal controls
- Knowledge of GAAP (generally accepted accounting principles in the U.S.)
- Desire to continue to grow through continuing training and professional development

Education, Experience and Licensure

- Bachelor's Degree in Accounting or related field required
- 3+ years' experience in general accounting, including hands-on general ledger required
- Experience with the Life Science industry is a plus
- Certified Public Accountant (CPA) license is highly preferred
- Microsoft Great Plains financial software experience is a plus

Technical Skills

- Able to demonstrate attention to details and good record-keeping skills.
- Knowledge and ability to use applicable information technology and systems to meet work needs.
- Highly skilled with MS Excel in (e.g., VLOOKUPS and pivot tables).
- Knowledge of ERP or MRP systems and implementation experience would be advantageous.
- Ability to quickly learn new software programs as needed.
- In-depth knowledge of generally accepted accounting principles.
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast paced and dynamic work environment.
- Excellent analytical and problem-solving skills
- Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends.
- Knowledge and ability to use applicable information technology and systems to meet work needs
- Ability to design or create data collection systems and then analyze the data
- Excellent analytical and problem-solving skills with attention to detail
- Strong time management skills
- Ability to communicate financial information to non-financial colleagues
- Team player and can collaborate with other teams in the organization.
- High level of interpersonal skills with demonstrated poise, tact and diplomacy.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.



- Hands on lab experience is a plus
- Experience mentoring, training and developing high-performing and highly educated sales force
- Capable of forecasting in an ambiguous and ever changing sales cycle

Pay Range: BOE

Posted Date: September 27, 2018

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