

## Staff Accountant

### Description

The ideal candidate will be responsible for managing financial transactions, maintaining accurate records, and ensuring timely payments and collections. This role requires a strong understanding of accounting principles, excellent organizational skills, and the ability to collaborate with cross-functional teams.

### Responsibilities

Accounts Payable:

- Process vendor invoices, ensuring accuracy and adherence to company policies.
- Reconcile vendor statements and resolve discrepancies in a timely manner.
- Prepare and process weekly check runs, wire transfers, and ACH payments.
- Collaborate with internal departments to obtain necessary approvals for invoice payments.
- Maintain organized and up-to-date vendor files and documentation.
- Address vendor inquiries and resolve payment-related issues promptly.

Accounts Receivable:

- Generate customer invoices and ensure accuracy in billing information.
- Monitor accounts receivable aging and follow up on overdue payments.
- Collaborate with sales and project management teams to resolve billing discrepancies.
- Process customer payments, including checks, credit card transactions, and electronic transfers.
- Reconcile customer accounts and apply payments accurately.
- Prepare and distribute regular reports on accounts receivable status.

General Accounting:

- Assist in month-end and year-end closing processes.
- Reconcile bank statements and other financial accounts.
- Provide support for audits by ensuring proper documentation and records are available.
- Assist in the development and implementation of accounting policies and procedures.
- Budgeting
- Analyzing financials
- Financial modeling and financial business planning
- Stay informed about industry trends and changes in accounting regulations.

### Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience as an Accounts Payable/Accounts Receivable Specialist.
- GAAP Accounting principles.
- Strong understanding of accounting principles and financial processes.
- Proficient in using accounting software and Microsoft Excel.
- Excellent attention to detail and organizational skills.

### Hiring organization

DrBalcony

### Employment Type

Full-time

### Industry

Civil Engineering

### Job Location

1415 Warner Ave, 92780, Tustin, California, United States

### Base Salary

\$ 25 - \$ 45

### Date posted

March 28, 2024

### Valid through

31.05.2024

- Strong communication and interpersonal skills.
- Ability to meet deadlines and work well under pressure.

Preferred:

- Experience in the construction or balcony industry.
- Knowledge of industry-specific accounting practices.

### **Contacts**

If you meet the above qualifications and are looking to contribute to the financial success of a growing balcony industry company, reside within a 25 mile radius of Tustin, CA 92780 (or looking to relocate to area at no cost to Company), we invite you to apply for this exciting opportunity.

Please submit resume or email to: [recruitment@drbalcony.com](mailto:recruitment@drbalcony.com)

DrBalcony is an equal opportunity employer. We value diversity and encourage applicants from all backgrounds to apply.