



Job Title: Staff Accountant

Reports To: Senior Director, Finance & Controller

Department: Finance

Job Location: Hayward, California

Position Type: Full-time, Exempt

Position Summary:

- Assist with the audit, general ledger and the preparation of financial statements. Will handle A/P, payroll, and other basic accounting functions and will perform a variety of routine and some non-routine clerical/accounting functions in accordance with standard procedures in general accounting and accounts payable.

Essential Functions:

- Process invoices, vouchers and expenses
- Process weekly check runs
- Month-end A/P close
- Maintain A/P files for vendors
- Documentation of A/P processes, procedures, and internal controls
- Complete balance sheet account reconciliation and bank account reconciliation by the established due dates
- Prepare audit schedules and respond to auditor requests during financial audits, SOX audits or any other audit
- Assist and support external auditors in annual audit
- Compile and analyze financial information to prepare entries to accounts (such as general ledger accounts)
- Match received documents with purchase orders or other paperwork and verify correct items, prices quantities and extension values
- Data entry and filing as needed
- Assist in various monthly and quarterly close processes as needed
- Maintain high level of confidentiality

Education:

- Bachelors degree in accounting or a related field

Experience:

- Strong accounting knowledge, with 2 to 3 years of experience

Extra Skills:

- Must have excellent interpersonal and communication skills, both verbal and written
- Must be highly organized and be able to prioritize
- Must have high level of accuracy and be detail-oriented
- Must be able to lift up to 50 lbs.

Computer Skills:

- Proficiency in Microsoft Office, especially Excel and QAD or similar programs

Preferred Certifications/Licensures:

- None

Travel Requirements:

- Low, < 15% (domestic and international)

Direct Reports:

- None