

Position: Staff Accountant  
Reports To: Finance & HR Manager  
Status: Full-Time Position  
Location: Irvine, CA (Irvine Spectrum Location) (onsite only)

## ABOUT THIS ROLE

Named by Inc. Magazine as one of the Fastest-Growing companies in the US, is seeking a hands-on Staff Accountant to join its dynamic, growing team. This person will contribute to all aspects of the Finance and Administrative Dept.

## POSITION RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

1. Review general ledger and assist in the month end close
2. Record journal entries, fix assets and depreciation
3. Ensure that accounts payable are paid in a timely manner
4. Account for budget expenses and release budgets when necessary
5. Handle full cycle accounts payable from coding, account reconciliation to year end 1099's and reconciling monthly credit card statements
6. Ensure that accounts receivable are collected promptly
7. Handle full cycle accounts receivable from billing, collections, credits to client reconciliation
8. Record and reconcile unbilled revenue on Google Sheets
9. Ensure that periodic bank reconciliations are completed in a timely manner
10. Prepare and send out daily cash report
11. Help prepare monthly financial statements
12. Perform filing, scanning and general administrative tasks
13. Maintain orderly accounting filing system
14. Maintain petty cash and keep records and receipts of company expenses
15. Balance internal office expenses
16. Manage TICK projects/time
17. Manage Facebook, Google, and Snapchat spend invoices

## REQUIREMENTS

### Education & Experience

2+ years' related experience and a BA degree.

Strong Excel (Pivots/Data Tables/Queries/Lookups)

QuickBooks Online and Google Sheets experience a Plus

Must have excellent oral and written communication skills

Must be willing to work in the Irvine, CA office 5 days a week from 9am-6pm. Must also be willing to work non-traditional hours such as late nights and weekends as the need arises.

## BENEFITS

Paid Vacation, Sick Days, and Holidays

Healthcare – medical, dental, and vision (with 80% paid for by Co.)

Profit sharing opportunities