



Job Title:	Accountant	Job Category:	Administrative & Finance
Location:	Oakley, CA	Position Type:	Part-Time

Job Summary:

The Accountant is responsible for maintaining accounting records for areas assigned as well as record daily business and advice the management about accounting principles, practices and procedures along the guidelines established by the company and current laws.

Duties & Responsibilities:

- Assist with processing bills, preparing checks, set up wire, gathering receipts, coding and posting invoices, preparing and recording deposits, journal entries and reconciliations
- Review account receivable, updating payment schedules and follow up on past due accounts
- Filing, organizing and maintaining up to date financial records
- Assist with inventory control
- Communicating via telephone and email with customers on receivable matters
- Generating monthly financial reports and tax return.
- Working with operation regarding physical counts.
- Assist with signing up new vendors and credit apps
- Coordinate with financial institutes and auditors when needed.
- Asist with the close out at the end of the day
- Maintain up to date of business licenses and permit
- Produce month ends and year ends reports

Qualifications:

- Proficient with Quickbook
- College level accounting classes or Accounting Degree is preferred
- 5 - 10 years hand-on Accounting experience is a plus
- Team player yet can work independently
- Multi-task, prioritize and work efficiently in fast paced ever-changing environment
- Communication skills including listening, reading, writing, spelling and follow-up effectively with all staff levels and customers
- Ability to maintain confidential

Benefits:

- Paid sick, holiday and vacation
- Medical, dental and vision coverage
- 401K retirement plan

COVID-19 precaution

- Vaccination proof required
- Social distancing and wear mask while on duty
- Regularly washing hand throughout the shift is recommended

