



ACCOUNTING OFFICER

Organization: Non-profit Educational Foundation

Localization: S.J. metro area

Position Outline: Will lead the accounting, reporting and internal control functions. Responsible for the day-to-day of all general accounting, account payable, reconciliation, budgeting, internal controls and reporting functions of eleven business entities. Will be part of an accounting and finance organization transformation project, to assess all key process within the accounting cycles of the group of companies.

Primary Accountabilities:

- ✓ Responsible for executing operational functions which consist of the handling all accounting and investment transactions, updates the in-house database system and outsource services (private-system).
- ✓ Manage the complete accounting cycle of the investment activities of various corporate entities.
- ✓ Review and prepare journal entries and the daily cash report, which reflects all cash accounts (balances and outstanding deposits and payments).
- ✓ Manage the performing of the day-to-day- general ledger, financial reports and budget analyst.
- ✓ Review reserves, accruals, prepaid expenses, balance sheet accounts and trial balance
- ✓ Works on financial statements for the comprehensive annual financial reports
- ✓ Bringing together activities of external auditors
- ✓ Provides financial analysis to executive management
- ✓ Providing management with information vital to the decision process

Knowledge &Competencies:

Financial & accounting analysis skills; Expert knowledge of the full accounting cycles and SAGE/Peachtree software. Fluency in English & Spanish with superior verbal and written communication; organizational skills, a team player and the ability to conceptualize.

Education / Experience:

Bachelor's degree in accounting minor in finance required, MBA highly desirable. / CPA required with experience in public and in private accounting. Minimum of four (4) years of experience in relevant corporate finance, combined with public accounting experience.

Annual compensation: \$40K to \$50K plus performance bonus & fringe benefits.

Send resume to: jobs@bsearchpr.com