

JOB POSTING

Job Opening Date: May 13, 2019

Job Closing Date: When position is filled

Job Title: Senior Staff Accountant

Department: Financial Reporting

Job Location: Long Beach, Calif.

Contact: Human Resources Dept.

Qualifications & Skills Required

- Analyzes complex financial reports and records.
- Performs variance analyses and account reconciliation.
- Completes special projects, ad-hoc reports, and analysis.
- Contributes to month end closing process.
- Prepares monthly/quarterly reporting to various entities.
- Provides guidance and support to other accounting staff team members.
- Handles tax filings and related compliance.
- Documents and monitors internal controls in support of audit.
- Reviews customer invoices.
- Handles weekly customer collections/follows up on past due invoices.
- Supports, monitors, and tracks fixed assets.
- Prepares property tax returns.
- Reports, documents, and maintains procedures related to Cash Management and other accounting activities.
- Operates PC to generate reports and correspondence.
- Performs other work duties as assigned.

Education and/or Work Experience

- Equivalent of a Bachelor's Degree in Business or Accounting and 10+ years of progressively responsible, related experience in cost accounting, auditing & general accounting, preferably with a Big 4 accounting firm or public accounting knowledge.
- CPA License.
- Excellent 10 key and data entry skills.
- Advanced knowledge of Microsoft Office, including Excel and financial systems software. Ability to design graphs, forms, spreadsheets, interprets formulas and produce advance application macros.
- Advanced Knowledge of Standard Principles of Accounting.
- Experience with Dynamics GP and Paper Save accounting system preferred.

Skills/ Abilities Pertinent to This Position

- Problem-solving
- Planning & organizing
- Verbal communication
- Written communication
- Quality/ detail orientation
- Process improvement
- Business/ financial analysis
- Ability to interact at all levels
- Ability to work as a team member
- Flexibility/ adaptability/ multi-tasking
- Independent judgement/ discretion

Please email resumes to hrdept@metroports.com