

JOB POSTING

Job Opening Date: May 17, 2017	Job Closing Date: When position is filled
Job Title: Staff Accountant – Operations & Billing	Department Nautilus Int'l Holding Corp.
Job Location: Long Beach, Calif.	Contact: Gina Johnson

Overview:

The Staff Accountant – Operations and Billing is responsible for timely and accurately processing operational and accounting data into our system of record. The individual will interact frequently with internal accounting staff as well as operational team members to ensure information is transcribed into the system completely and accurately. The individual will be required to understand and accurately apply knowledge of operations and specific billing practices in their daily interactions with team members and while working within the system to ensure appropriate application. Furthermore, this position also should be able to assist in daily, weekly and monthly accounting functions outside of typical operational accounting tasks, i.e., payroll, a/r, a/p, monthly financial close, etc.

Responsibilities:

- Independently works with operations team members to review, understand and enter operational information into the current system of record.
- Fully understands and applies operational and accounting knowledge to data received from operations to ensure timely and accurate data entry.
- Timely performs reconciliations of operational field data to systemic reporting to ensure complete and accurate entry, which leads to final billing files.
- Interacts well with accounting and operational team members to reconcile and remedy any discrepancies.
- Continuously searches for areas of improvement in all aspects of the job and assists others to accomplish the team goals, e.g., complete and accurate monthly close, etc.

Requirements:

- Bachelor's degree preferred in Accounting and/or Finance
- Minimum 5 to 7 years of experience working in accounting environment
- Working knowledge of Microsoft Office Suite, with an emphasis on Excel, as well as accounting software and Paychex and/or payroll software