

# **Bookkeeper - Staff Accountant / Client Services Associate I**

San Diego, California, United States · CODE – OAC1

## **Description**

The Bookkeeper-Staff Accountant will be responsible for providing outsourced accounting services for clients. Depending on the individual client need and structure, they may be supporting any number of different functions, such as General Accounting, Payroll, Accounts Payable or Accounts Receivable. The Bookkeeper-Staff Accountant may have also have one or several clients to support simultaneously. The actual specific duties and responsibilities may vary from client to client, but will generally parallel what a typical Bookkeeper-Staff Accountant position would have for a similar sized company in each specific industry. This position will report to each Client Services Manager on each specific engagement.

## **Requirements**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- General Accounting – maintain accounting books and records and maintain all subsidiary ledgers; record payroll and other general journal entries; reconcile bank accounts and credit card statements
- Accounts Payable - creating, entering and matching purchase orders; recording vendor invoices, preparing manual checks, weekly check runs, processing expense reports and periodic payroll processing
- Accounts Receivable – sorting and matching checks and invoices; posting cash, check and credit card payments to the proper accounts; preparing bank deposit slips, recording cash receipt information, reviewing credit memos and/or refunds; applying adjustments to accounts as necessary; basic collection activities and reviewing A/R aging reports and gathering information on delinquent accounts
- Organize and utilize data to prepare reports using QuickBooks, Excel and MS Word
- Maintain records and files, including journal and general ledger documentation and other miscellaneous filings
- Communicate with customers, vendors and client personnel via telephone, e-mail and written correspondence to respond to inquiries and provide information
- Prepare daily and weekly reports and schedules as require by client / management

### **EDUCATION AND WORK EXPERIENCE:**

- Bachelor's Degree required; preferably in accounting or finance
- 3 to 5 years of related work experience as a full-charge bookkeeper or accounting role
- Advanced training or any equivalent combination of education and experience may be substituted

## **COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES):**

- Strong proficiency with Microsoft Office products, specifically Excel
- Previous experience with QuickBooks and/or other financial / payroll software strongly desired
- Excellent written and verbal communication skills
- Ability to prioritize time and tasks, and to successfully meet deadlines
- Self-reliant, highly organized, self-starter who enjoys responsibility and accountability
- Ability to establish and maintain effective work relationships with co-workers, clients, customers and vendors

## **PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:**

- Work is performed in a casual, friendly, professional environment
- Extensive use of office equipment to include computer, calculator, copier, fax, and other business related machines and software
- Travel to/from client work-sites required

## **Why Rise Consulting?**

### **ABOUT RISE CONSULTING GROUP, LLC (“RCG”)**

Headquartered in San Diego, RCG helps privately held businesses “RISE” to their full potential by providing a suite of outsourced services to support their needs. These services include Outsourced Accounting, Management Consulting, Tax and Audit Assistance, Control and Risk Assessments, Project Management and Guided Recruiting. We accomplish this by carefully evaluating their business model and specific needs, and then providing superior resources, that have been screened, vetted and trained, to fill their needs. This can be done at whatever amount of time that they need and can be scaled up as they grow. This is done without the fully-burdened cost, compliance and supervisory infrastructure that they would need if they filled the position internally, and provides them with just the right amount of support, at the appropriate level, to keep their expenditures down without sacrificing quality.

We are swiftly growing our team to help us become the premier provider of “back office” support for San Diego’s growing business market. We are looking for smart, energetic people that thrive in being part of a team that is building something new and creating an exceptional customer experience. If that is you, we would love to hear from you and explore your fit for our current and future job openings.

We have an exciting and unique work environment in the UTC area of San Diego and we offer competitive salaries and comprehensive benefits to our employees. This is an exempt position.

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