

## STAFF ACCOUNTANT

Location: Onsite / Irvine, CA 92612

Salary Range: \$70k - \$80k

### Essential Functions

- Maintaining financial reports, records, and general ledger accounts.
- Managing Accounts Payables and ensuring timely remittance of payments.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Perform various complex account analyses and reconciliation.
- Prepares various financial documents for compliance with regulations.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Assisting the accounting manager as needed.
- Performs other duties as assigned.

### Competencies/Skills

- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Capable of multi-tasking and working with tight deadlines in mind
- Ability to articulate issues, problem solve and analyze with creative and outside of the box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Ability to manage a working pipeline with multiple different product types at one time
- Effective organization and time management skills
- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- Team player with the ability to work effectively in a cooperative and diverse environment
- Capacity to analyze processes, support change and think operationally and strategically to achieve business goals
- Advanced use of Microsoft Office Suite

### Education and Experience

- Bachelor's Degree in Accounting or Finance required
- 2+ year's experience relevant accounting experience
- Working knowledge of GAAP
- Proficient with Quickbooks

### Accessibility:

At Archwest, we will provide reasonable accommodations to enable individuals with disabilities to perform essential functions. Please just let us know by contacting us at [careers@archwestcapital.com](mailto:careers@archwestcapital.com).

### Job Description - Staff Accountant

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.