

Employment Opportunity Details

Job Title: Financial Accountant – George Hills Company

Office Location: Rancho Cordova, CA

Date Posted: May 27, 2010

Contact: Jan Ryan

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Website: www.georgehills.com

Closing Date: Open Until Filled

Job Description:

George Hills Company is seeking a professional Financial Accountant. This is a professional level position with a Bachelor's degree in accounting and/or finance preferred. The position requires at least six years of accounting experience with increasing responsibility. The candidate must have excellent oral and written communication skills, critical thinking, and problem solving skills. This position requires flexibility, the ability to work independently, and follow established time-lines. The incumbent will have the ability to manage multiple projects and anticipate the needs of the Finance Director.

The Financial Accountant is expected to oversee and/or perform multiple accounting processes, including, but not limited to, cash management, general ledger and financial statement preparation, routine treasury management and process and manage accounts payables and receivables. The Financial Accountant functions as a technical lead and may direct the work of the staff. This position is full time, exempt.

Typical duties of this position include, but are not limited to, analysis of accounting and financial data (including detailed reconstruction and reconciliation of financial activity), preparation of and periodic update of cash flow forecasts, proforma financial statements, collections reports, periodic analysis, and other financial duties as requested.

Responsibilities:

Under the direct supervision of the Finance Director the positions significant responsibilities shall include:

- Performs analysis of accounting and financial data including detailed reconstruction and reconciliation of financial activity
- Preparation of and periodic update of cash flow forecasts, proforma financial statements, collections reports and other periodic analysis
- Assist in preparing information reports to meet ad-hoc management requests, as well as, other regulatory agency information requests as required
- Prepares monthly financial statements in accordance with Generally Accepted Accounting Principles (GAAP) with all required disclosures
- Research and resolution of regulatory issues
- Assists with annual operating budget
- Assists with annual tax return
- Maintains integrity of the general ledger
- Oversees accounts payable and accounts receivable functions
- Performs monthly bank and investment reconciliations
- Effectively performs light treasury management
- Acts as a mentor to staff as necessary
- Develops, documents, and maintains internal processes and procedures, including internal control activities
- Prepares written reports for, and may make presentations to, client Board of Directors and other parties
- Work effectively with all departments and companies to create an atmosphere of cooperation and ensure integration of all strategic goals and policies of the department and company
- Perform month-end closing

The ideal candidate will possess:

- Excellent written and verbal communication skills and the ability to communicate with associates and clients at all levels of the organization
- Exhibits excellent analytical skills
- Strong problem solving skills, independent thought, and attention to detail
- Team player who delegates work appropriately, receives delegated work in an appropriate manner, and assists other employees as necessary
- Must be flexible and have the ability to prioritize and simultaneously oversee multiple tasks
- Must be deadline-driven while possessing a positive and productive attitude
- Liaison with regulatory and other stakeholder entities
- Interacts positively with clients, staff, and other third parties
- Provides and accepts suggestions and feedback positively
- Advanced knowledge of Microsoft Office applications including Excel and Word

Education and Experience:

- A Bachelor's degree in accounting and/or finance is desired
- At least six years of accounting experience with increasing responsibility
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), financial statement disclosures, and work paper techniques
- Supervisory experience
- Intermediate to advanced level knowledge of Microsoft Office 2007 applications (esp. Excel, Word, etc.)
- Knowledge of Great Plains accounting software, a plus

George Hills Company is a fast paced, professional organization, specializing in claims management and contract services.

Location: Rancho Cordova, CA

Compensation: DOE

Application Procedures:

Resumes may be submitted by person, facsimile (916) 859-4805, email (jan.ryan@georgehills.com), or by mail. The position is open until filled.