

Position Title: Staff Accountant

Position Description: ExecVision is in search of a top tier Staff Accountant with a positive attitude who is highly motivated to learn and grow within a fast-paced organization. This role will be responsible for supporting and executing the month-end close process, AR/AP and annual audit deliverables. The ideal candidate is a detail-oriented, communicative, organized team player with a solid working knowledge of US GAAP, SaaS experience a plus. This role will be reporting to the CFO.

Job Duties And Responsibilities

- Perform month-end close activities, including preparation of journal entries and balance sheet reconciliations such as Cash and Investments, Prepaids, Fixed Assets, Accruals, and various other areas
- Perform payroll and sales commission reports
- General AP and AR
- Assist in preparing internal and external reporting schedules
- Support implementation of new accounting policies and procedures
- Formulate schedules and reports for management and external service providers
- Provide a high level of customer service with finance and non-finance business partners
- Ad hoc accounting projects and requests, as needed

Experience, Skills, And Abilities

- Bachelor's degree, emphasis in Accounting
- 1-3 accounting experience
- Ability to execute, follow-up, and ensure attention to detail
- Outstanding interpersonal and communication (verbal and written) skills
- A team player, adept at building relationships across the organization
- Capable of adhering to deadlines in a fast-paced environment, without losing accuracy
- Strong problem solving, analytical, and critical-thinking skills
- Proficient with Microsoft tools (Excel, Word, Powerpoint)
- Experience with Quickbooks a plus

ExecVision Inc is an Equal Opportunity Employer.