

Staff Accountant Search

JOB DESCRIPTION

Title: Staff Accountant

Location: Seattle, WA

Reports To: Accounting Manager

Organization: Privately Owned, International Lumber Industry Company

Description: Position Purpose& Responsibilities:

Position Overview:

- Assist the Accounting Manager with general Accounting and Admin responsibilities.
- Must have 1-2 years of (G/L) General Ledger Accounting experience with a desire to earn a CPA.
- Be a productive team member who is willing to help as needed in a small office environment, with 4 locations.

Accounting Responsibilities:

- Participate in the Month-End Close and complete assigned responsibilities on-time.
- Prepare and post Journal Entries and reconcile General Ledger accounts.
- Assist with audits, review GL accounts, and perform variance analysis to detect coding errors in order to determine if account balances are correct.

Administrative Responsibilities:

- Maintain and ensure renewal of business licenses and registrations.
- Provide support regarding shipping and inventory documents.
- Prepare ship summary reports and other reports as needed.
- Review shipping and inventory costs, and how they compare to historical costs.
- Help accrue for costs not yet invoiced.
- Help prepare a variety of management reports.

Qualifications:

- Bachelors degree or higher - preferably in Accounting, Business Admin or similar.
- Desire to obtain and complete CPA exams
- 1-2 years of G/L Accounting experience with a desire to earn a CPA.
- A well-rounded understanding of Accounting processes and procedures;
- Strong Excel, Word and Outlook skills; excellent written-verbal communication skills.
- Experience managing highly confidential information with professionalism + discretion.
- Straightforward communication style with a get-it-done attitude + fun sense of humor.
- Ability to occasionally work overtime and weekends in order to meet goals, deadlines.
- Constantly seeking to improve processes.

For additional information please contact:

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