



Job Posting

Located in Irvine, U.S. CAD is an AEC industry and technology consultant and is one of the largest Autodesk Authorized Platinum Reseller Partners in the western United States. U.S. CAD is a growing company with seven offices and over 100 team members who collaborate on shared goals of individual and company success.

The ideal candidate will be a personable, professional, timely and self-motivated individual who can multitask, is organized and ready to research and analyze financial results to ensure completion and accuracy of the data. This person will be a self-starter who can bring their accounting experience and be ready to hit the ground running.

Position Overview

U.S. CAD is looking for a Staff Accountant to play an integral role in the success of the department and whose primary responsibility will be to maintain financial records and reports, perform financial and account transaction reconciliations, assist with month-end close and perform various accounting duties that may include minimal accounts payable, treasury management (cash application, deposits, reconciliations), general ledger maintenance, journal entries, account reconciliations and various financial analyses.

Essential Functions

Maintaining financial reports, records, and general ledger accounts.
Prepare journal entries, analysis and account reconciliations and assisting with monthly close processes.
Maintaining documentation for recorded transactions.
Preparing and maintaining monthly Balance Sheet reconciliations, including the preparation of necessary monthly General Ledger entries.
Review General Ledger for accuracy.
Develop new procedures to create efficiencies in current processes.
Perform daily cash management functions.
Prepare, record and balance bi-weekly payroll
Accounts Payable, with minimum activity (approx. 10-15 invoices week)
Prepare monthly sales commissions.
Assist management and team members with researching, compiling and preparation of audit request documentation.
Respond to information requests and assisting team members.
Prepare and complete financial analyses as required.

Qualifications

Bachelor's Degree in Accounting, Finance or equivalent
Minimum 4 years of accounting experience in same work capacity
Professional appearance & demeanor for a professional office
Excellent communication skills, both verbal and written

Working knowledge & understanding of GAAP
Strong analytical and problem-solving skills
Highly organized with strong time management skills
Experienced computer knowledge and appropriate software proficiency
Experience using Microsoft Office programs
Knowledge of and ability to execute administrative procedures, clerical functions
Excellent listening and vocal communication skills
NetSuite experience a plus

Only experienced candidates please