



STAFF ACCOUNTANT - November 2025

About this role:

- Location: Pasadena, CA & Las Vegas, NV
- Hybrid, Remote, and/or In-Person
- Job Type: Full Time

Our Ideal Candidate:

- The ideal Staff Accountant is highly organized, detail-oriented, and proactive, with a strong sense of accountability and professionalism. This individual thrives in a collaborative environment and is motivated to contribute to the company's financial accuracy, transparency, and growth.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field
- CPA or process toward certification preferred
- Strong understanding of accounting principles (GAAP; IFRS a plus)

Experience:

- Minimum 3-8 years of progressive accounting experience
- Hands-on experience with full-cycle accounting, including Accounts Payable
- Experience with managing financials for multiple clients
- Client facing reporting to multiple clients regarding their accounting

Accounts Receivable, General Ledger, Payroll, and Financial Reporting:

- Experience supporting small to medium-sized businesses and/or start-ups
- Familiarity with month-end and year-end closing processes
- Financial analysis or modeling experience - a **plus**
- Experience with government contracts or grant audits - a **plus**

Key Responsibilities:

- Prepare, review, and analyze financial statements to ensure accuracy
- Reconcile bank and balance sheet accounts on a monthly basis
- Assist with budgeting, forecasting, and financial analysis
- Support month-end, quarter-end, and year-end close activities



- Process and review payroll, invoices, and expense reports
- Maintain general ledger and assist in implementing internal controls
- Coordinate with auditors and provide necessary documentation for audits
- Communicate financials with assigned clients and team members
- Identify and recommend process improvements to enhance financial operations



Skills:

- Strong analytical and problem-solving abilities
- Excellent time management skills; ability to handle multiple priorities and deadlines
- Effective written and verbal communication skills
- High attention to detail and organizational accuracy
- Ability to work independently and as part of a team in a fast-paced environment
- Demonstrated integrity and ability to handle sensitive information confidentially



Technical Competencies:

- Proficiency in accounting software (QuickBooks Online, Sage, Xero)
- Payroll systems experience (Gusto, ADP, Paychex)
- Strong Excel and Microsoft Office Suite skills (Word, Outlook, Teams)
- Experience with: Smartsheets, Google Sheets, Shopify, Notion, ClickUp



Compensation:

- \$70,000 annually
- Medical, Dental, Vision benefits
- Life Insurance
- 401(k)
- Paid Time Off (PTO)

