



Accounting & Financial Women's Alliance

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Orange County Chapter

New Job Listing as of 7/28/2017

If interested, contact: **GINA WEBBER, Branch Manager I**

[Ledgent](#), a business line of Roth Staffing Companies, L.P.

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Senior Financial Analyst—Inland Empire

Communication Equipment Company located in Inland Empire has an immediate need for a Senior Financial Analyst. This is a blended Accounting and Finance role with compensation of \$100k.

- Budgeting, Forecasting, Analysis
- Report writing: MS Dynamics AX
- Auditing Accounting processes; adjusting entries
- Operational Analysis; KPIs
- Management Reporting & Analysis (board presentations)

Junior Accountant—Orange County

Junior Accountant, ideally with 1-3 years of experience. \$45 – 55k

- Daily bank preparation
- Process Accounting Mail
- Process Client Costs – invoices billable to clients to enter into the system for invoicing
- Process/Manage Soft Costs Input – postage, photocopying, etc.
- Accounts payable preparation
- Internal Customer Service
 - Maintain customer/vendor contact database information
 - Provide requested documentation
 - Respond to Finance Inquiries
- Journal entry preparation and entry
- Corporate Credit Card reconciliation
- Month end worked calendar process

BACK UP DUTIES

- Billing
- Client Accrual estimates
- Bank reconciliation
- Financial statement preparation
- Other finance projects

Must have:

- Bachelor's degree in accounting, finance or economics
- Excel skills including creating pivot tables, v/h lookups
- Mature, professional and customer service communication skills. Able to interact with Attorneys and Partners
- Strong organizational skills with ability to multi-task

Opportunity for Growth:

- G/L exposure

Financial statement preparation and reporting

Accounts Payable—Long Beach

Accounts Payable Inventory in Long Beach Pay range - \$20-24 p/h

- High volume (800-1200 per month-supporting two divisions) full cycle AP – match (2 way and 3 way matching), batch, code, enter and process AP invoices
- Analyze invoices to make sure they are accurate and have proper back up – NOT JUST DATA ENTRY for processing purposes
- Follow up with purchasing as well as various departments and managers for missing back up

- **Personality is key**
 - Accuracy, analytical
 - High work ethic
 - Adaptable and flexible
 - Team player – able to help out in other areas during down time
 - Excellent follow up skills
 - Knows the right questions to ask to complete their tasks

Full Charge Bookkeeper—Newport Beach

A small law firm in Newport Beach has an immediate need for a Full Charge Bookkeeper. This position could go full time for the right person who must have industry experience and proficient in QuickBooks. \$50-60k

Duties:

- Client invoicing for [4] attorneys
- Other accounts receivable duties
- Accounts payable
- Bank reconciliations
- G/L reconciliation
- Financial Statement preparation

Requirements:

- Associates degree in accounting or finance
- Must be proficient in QuickBooks
- Intermediate Excel skills
- 3 or more years of full charge bookkeeping working in the Legal Industry
- Must be able to wear multiple hats for a small office
- Excellent communication skills