



**Lindquist, von Husen & Joyce LLP**, one of the premier public accounting firms in the San Francisco Bay Area, is currently looking for an experienced **Staff Accountant/Full Charge Bookkeeper** to perform the day-to-day accounting functions of the firm. This position works independently and addresses a multitude of accounting activities including payroll processing, cash flows management, payables processing, billing, financial reporting and the support of budget and forecast activities. This position reports to the Director of Operations. **Candidates should be comfortable working independently and as a "one-person show"; handling the day-to-day functions by him/herself with support and general supervision on a regular basis.**

- Maintaining the Firm's general ledger and subsidiary ledgers, accounts payable, accounts receivable, fixed assets and depreciation, notes payable, bank recon, operating expenses and insurance records;
- Handling the billing process and ensuring timely delivery of invoices to clients;
- Processing semi-monthly payroll;
- Processing month-end and year-end close process;
- Preparing and reviewing monthly financial statements and other reports with supporting analysis;
- Ensuring the accurate and timely processing of positive pay transactions;
- Monitoring compliance with monthly and quarterly bank compliance requirements including furnishing reports in bank-required formats;
- Supporting budget and forecasting activities;
- Managing and monitoring the Firm's cashflows;
- Preparing other financial reports and other adhoc reports required by Management; and
- Establishing system controls and developing and documenting procedures to improve existing systems.

#### **What does it take to work as a Staff Accountant/Full Charge Bookkeeper at LvHJ?**

- Approximately four (4) years of prior relevant experience, *prior professional services firm experience preferred*;
- Possession of a Bachelor's Degree in Accounting or Finance;
- Proven knowledge of accounting principles, practices, standards, laws and regulation;
- Ability to establish and maintain databases, keep complex records and files, and analyze financial data;
- Analytical, quantitative, and problem skills;
- Must have strong experience with Microsoft Excel and Word;
- Proficient in report creation;
- Must be able to communicate effectively in English – both verbally and in writing;
- Strong interpersonal and client-service skills required; and
- Ability to multi-task, work under pressure and meet deadlines required.

#### **What are the benefits of working at LvHJ?**

- Flexible work schedules;
- Sixteen (16) days of Paid Time Off during the first year of employment;
- Paid holidays; Two (2) additional floating holidays to be used at the employee's discretion;
- 100% covered health, dental and vision insurance premiums for employees; and
- 401(k) and profit sharing.

To apply for this position, please email to [resumes@lvhj.com](mailto:resumes@lvhj.com) the following documents\*:

- Employment application (applications can be found on the Careers page at [www.lvhj.com](http://www.lvhj.com))
- Cover letter
- Resume

\* LvHJ will consider qualified applicants, including those with criminal histories, in a manner consistent with San Francisco's Fair Chance Ordinance.