

## **Jr. Staff Accountant – San Diego, CA**

### **About Katz & Associates:**

Katz & Associates is a nationally-recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public and private sector clients. From water and public utilities, to energy, transportation, environmental sustainability to real estate, development, civic issues, policy and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

### **Summary:**

We're looking for a candidate interested in a long-term, full time position. Ideal candidates will be team players and should have the skills to handle multiple tasks, prioritize effectively, ability to work with minimal supervision by taking the initiative to complete tasks, have a customer service orientation and outstanding communication skills. Attention to detail, ability to multitask, and Excel proficiency are a must.

### **Essential Duties and Responsibilities:**

#### Accounts Payable

- Review vendor invoices for accuracy and coding
- Invoice entry and manage weekly disbursements
- Vendor file maintenance
- 1099 reporting
- Management of Subcontractors
- Review and process credit card charges and monthly account reconciliation

#### Accounts Receivable

- Prepare and record deposits
- Follow up on outstanding receivables
- Bank reconciliations

#### Payroll

- Review and process employee expense reports client invoice preparation and submittal.
- Set up new employees on Business Portal

## Billing

- Monthly preparation and distribution of reports to Project Managers
- Invoice preparation and submittal
- Project file maintenance

Additional duties would include account reconciliations, journal entries and preparing various financial reports.

## **Experience/Education:**

- Two or four year degree preferred with 5+ years of experience in accounting.
- Government billing experience with DCAA and FAR compliance preferred.
- Knowledge of all contract types CPFF, T&M, FFP, and commercial a plus.
- Experience with Microsoft Dynamics SL would be a huge plus.

## **Skills and Knowledge:**

- Government billing highly desirable
- Excel/Budget spreadsheets
- Client service
- Microsoft Office applications
- Basic accounting procedures
- A team player, communicate daily and effectively both written & verbal
- Ability to handle multiple/detailed tasks with time sensitive deadlines is paramount to this position
- Willingness to go the extra mile and/or take the extra step in order to insure the job gets done correctly
- Easily understand, comprehend and implement ever changing procedures and methods requested of by every client and or staff member at a moment's notice; think outside the box
- Familiar with the different billing processes to include but not limited to: time & material, fixed price, and percent complete
- Familiar with batch accounting systems
- Accurate data entry
- Initiative
- Basic math skills
- Confidentiality
- Proactive approach
- Organizational
- Detail-oriented
- Problem solving
- Diplomacy
- Ten-key by touch
- Filing
- Time management

- Flexibility
- Accountability

**Other Requirements:**

- This position requires 40 hours per week, Monday through Friday

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**To Apply:**

All interested candidates should send their resume, cover letter and salary requirements to [careers@katzandassociates.com](mailto:careers@katzandassociates.com) for consideration.

*All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.*