

STAFF ACCOUNTANT

Petaluma, CA based CourseCo, Inc is looking for a Staff Accountant. The Staff Accountant is responsible for the timely processing of accounts payable, recording of payroll, recording of daily sales and deposits, monthly balance sheet account reconciliations and generating monthly financial reports. The Staff Accountant will develop and maintain a service oriented relationship with vendors, site personnel, and staff. The Staff Accountant prepares monthly reports for review by the Vice President of Finance & Administration.

QUALIFICATIONS:

- Bachelors Degree in Accounting. Equivalent advanced accounting experience may be substituted for this qualification.
- Demonstrated analytical skills and problem solving abilities.
- Effective written and oral communication skills to enhance internal and external relationships.
- Working knowledge of Microsoft Office applications including, but not limited to, Word and Excel.

Salary range \$50K - \$60K annually. Benefits include vacation, shared health insurance, dental and vision insurance, 401(k), and more.

CourseCo, Inc and its affiliates are At-Will, Equal Employment Opportunity Employers and Drug Free Workplaces. Successful applicant will be required to pass a pre-employment background screen and provide documentation proving eligibility to work in the United States.
