

OJT Job Opening



Senior Accountant

To apply please send resume to BusinessServices@oconestop.com

Please indicate Sr. Accountant in the subject line. If you are registered at a One-Stop Center and have a Career Counselor, please indicate their name.

Location: Newport Beach, CA

Experience Required: 3+ years

Education Required: Bachelor's in Accounting/Finance

of Openings: 2

Compensation: \$85,000 / Annually

Full Time: 40 hours/week

The Senior Accountant is responsible for the month end close process, including the preparation and review of journal entries and account reconciliations to ensure overall accuracy of the consolidated financial statements.

Essential job duties:

- Oversee completeness and accuracy of all journal entries, account reconciliations, and analyses as assigned by the Account Manager
- Work with the Construction department to verify accuracy of budgets and closing of construction projects
- Serve as project lead, as necessary, and ensure proper preparation and documentation of related journal entries
- In connection with month closing, ensure accuracy of foreign currency adjustments, elimination entries, and expense allocations
- Develop new procedures to shorten the current close process
- Actively contribute to the development of corporate accounting policies to ensure accurate financial reporting
- Actively participate in year-end audits and quarterly reviews, including preparation of audit support schedules and related requests
- Actively adhere to written policies, procedures and internal controls to ensure SOX 404 compliance
- Serve in a key supporting role with respect to the internal and external reporting processes
- Other duties as assigned



READY S.E.T. OC
WIOA Youth Program



OC Community Services



This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY users, please call the California Relay Service (800) 735-2922 or 711. If you need special assistance to participate in this program, please call 714-480-6500 at least 72 hours prior to the event to allow reasonable arrangements to be made to ensure program accessibility.

Job Opening

Senior Accountant



Skills learned during On-the-Job Training:

- Ability to oversee completeness and accuracy of all journal entries, account reconciliations, and analyses as assigned by the Account Manager
- Ability to work with the Construction department to verify accuracy of budgets and closing of construction projects
- Ability to ensure accuracy of foreign currency adjustments, elimination entries, and expense allocations as appropriate in connection with month closing
- Ability to actively participate in year-end audits and quarterly reviews, including preparation of audit support schedules and related requests
- Ability to contribute to the development of corporate accounting policies to ensure accurate financial reporting

Minimum Qualifications:

- Bachelor's Degree in Accounting or Finance, 3+ years of related experience and/or training; or equivalent combination of education and experience
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to work with and apply mathematical concepts to practical situations
- Ability to solve practical problems and to independently determine tax compliance requirements
- Knowledge of Microsoft Office Applications (Word, Excel and Outlook)
- Microsoft Dynamics D365 experience, preferred
- Certified Public Accountant, preferred

