

Job Description	
<b>Title</b>	Bookkeeper
<b>Reports to</b>	General Manager and Group CFO
<b>Based at</b>	12611-12621 Encinitas Avenue, Sylmar, CA 91342
<b>Job Overview</b>	Full-time full charge bookkeeper with responsibility for sales tax and other regulatory filings, internal control procedures and general ledger reconciliations for 2 companies. Forming part of an inexperienced team of 2 in a newly incorporated company with accounts procedures in the early stage of formation, you will be expected to be able to set up sufficient controls and ensure these are adhered to.
<b>Experience required</b>	At least 5 years full charge bookkeeping. Competent in the use of excel. Supervised and trained others before. Completed sales tax returns and maintained the internal controls required in order to provide the required information. Prepared and reconciled information required to support other regulatory filings, e.g. business property tax, LA Business Tax. General ledger reconciliations. Journal posting. Accounts Receivable Ledger. Inventory Ledger. Accounts Payable Ledger. Payroll.
<b>Experience desirable</b>	Accounting certificate or AA degree or equivalent. Competent in the use of MAS90.
<b>Personal description</b>	Self starter. Excellent communication skills. Ability to identify and solve problems. Reliable. Thorough. Organised and can organise others.
<b>Key Responsibilities (guideline only)</b>	Accounts Payable. Monthly General Ledger closing, analysis and reconciliations. Ensure set up of and compliance with internal controls. Sales tax returns and procedures. Providing reconciled information to support other regulatory returns as required. Cover accounts receivable ledger and bank during staff holidays, absence or busy periods. Journal entries. Coach accounting staff as required. Financial reporting as required. Revenue recognition. Month end procedures including month end reporting to Group CFO. Document retention. Year end preparation. Maintenance of fixed asset register.

	Projects as assigned by General Manager or Group CFO.
<b>Other</b>	<p>Applicants only, no agents please. Salary in the region of \$20 per hour</p> <p>Please provide: A full CV. Details of 2 referees (preferably your last 2 employers). Details of your current salary and benefits and notice period.</p> <p>Application deadline Friday 9<sup>th</sup> September 2011. Interviews commence 1<sup>st</sup> September 2011. Start date of 12<sup>th</sup> September 2011 desirable.</p>