

JOB DESCRIPTION

Staff Accountant

Location: Santa Clara, CA

Company Description

Atypon is a leading provider of software used by professional, scholarly, trade, consumer, and educational publishers of all sizes to manage, deliver, and monetize their digital content.

We are currently hiring a full time staff accountant. This is a great opportunity for the right individual.

Responsibilities

- General Accounting Activities including accounts payable, general ledger, accounts reconciliations, inter-company activities, end of the month/quarter/year close.
- Review payroll data and enter in finance system.
- Maintain capitalization list.
- Compilation of financial statements for management review.
- Work with outside consultants for company evaluations, financial auditing and others.
- Ensure compliance with local, state, and federal reporting requirements.
- Provide recommendations for process improvements and controls.
- Review expenses, enforce company policies and ensure appropriate approvals are received.
- Coordinate with CPA firm and prepare things for tax filings.
- Handle overseas entity financial data on monthly basis, and assist UK CPA firm in preparing quarterly VAT return filing.
- Prepare reports to support inter-company financials.

Requirements

- Bachelors Degree in Accounting or Finance. Licensed CPAs are strongly preferred.
- Minimum 3 years of accounting experience and direct experience in the above responsibilities.
- Knowledge of Fixed Assets, Inter Company accounting.
- Thorough understanding of GAAP. Revenue and expense recognition under GAAP.
- Excel Skills necessary.
- Excellent Oral / written communications skills, including the ability to interact well with team members and all levels of management.
- Effective analytic and problem solving skills, ability to establish priorities and manage multiple tasks and projects concurrently.
- Experience with Intacct Accounting system a plus.
- Experience in accounting procedures and controls a plus.

Salary – Commensurate with experience. Competitive benefits.

Application Instructions: Please include resume and expected salary requirements.