

## JOB DESCRIPTION

**Location:** Sherman Oaks, CA  
**Job Title:** Accountant  
**Department:** Finance  
**Reports To:** Assistant Controller  
**FLSA Status:** Exempt

**Position Summary:** This position will be a key part of the Finance team and help provide timely and reliable financial data and reports and financial statements to both internal stakeholders and external parties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Perform the month end closing functions including accounts receivable, accounts payable, journals, bank reconciliation and general ledger reconciliation.
- Prepare monthly financial statements and management reporting pack.
- Support annual financial statement audit, research and prepare relevant reports.
- Maintain balance sheet account schedules.
- Ensure all transactions are accounted for in accordance with U.S. GAAP.
- Assist with the cash management responsibilities of the company including Cash disbursements, deposits, transfers, and reconciliations.
- Identify, develop and implement recommendations for improving accounting processes, procedures and controls.
- Other duties and special projects as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.

**Cost Consciousness** - Develops and implements cost saving measures.

**Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Judgement** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Bachelor's degree (B.A.) in Accounting from a four-year college or university and two to four years related experience; or equivalent combination of education and experience.

**Language Ability:**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

**Math Ability:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing, Spreadsheets, Accounting software and E-mail.

**Certifications or Licenses:**

**Supervisory Responsibilities:** This position does not have any supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.