



JOB DESCRIPTION

Job Title: Accounting Manager

Reports to: Controller

Date: 5/30/2019

We are a family-owned Southern California company with 50 years of experience, 400 team members, and an outstanding benefits package. We are currently looking for an energetic, detail-oriented, hard-working Accounting Manager for our headquarters in Santa Clarita.

ABOUT THE POSITION:

Under the supervision of the Controller, this position executes ongoing day-to-day and monthly accounting functions of the business. A blend of the following functions and activities include but are not limited to:

- Accounts receivable, AR collections and accounts payable
- Act as purchasing agent as deemed necessary
- Vendors invoice entry, bank transactions/reconciliations, and credit card reconciliations
- Streamline the ongoing accounting processes, help with the monthly close process, for review by the Controller and/or business owner
- Preparation of 1099's
- Other projects as assigned

WHAT WE ARE LOOKING FOR:

- At least 3-5 years of relevant accounting experience, in a professional setting
- Must have strong Excel skills
- B.S. in Accounting, with demonstrated academic excellence from a credible four-year institution
- Exceptionally strong quantitative, analytical and organizational skills, including the ability to manage and meet reporting deadlines. Attention to detail is critically important
- Extremely high level of integrity, dependability, accountability and respect

WHAT WE ARE OFFERING:

- A professional office and longevity
- Salary commensurate with experience & qualifications
- Job Type: Full-time salaried position

Stay Green Inc.

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