



Jr. Accountant

Job Overview:

We are seeking a motivated Junior Accountant to bolster our financial team, ensuring smooth operations through adept management of daily accounting duties. As a vital member, you'll collaborate with clients and professionals dedicated to upholding financial transparency and order within each organization.

Key Responsibilities:

- Accurately record business transactions through journal entries
- Manage accounts receivable by issuing invoices promptly
- Oversee accounts payable and conduct reconciliations
- Assist in the preparation of balance sheets, income statements, and other financial reports
- Review expenses and payroll records as delegated
- Maintain precise financial data in databases for swift retrieval
- Generate and submit weekly/monthly reports
- Aid CEO/CFO in monthly/yearly closings
- Contribute to various accounting projects

Requirements and Skills:

- Proven track record in junior accounting roles
- Strong organizational skills
- Meticulous attention to detail
- Proficient in numerical analysis
- Sound grasp of accounting principles and practices
- Proficiency in MS Office and relevant software (e.g., QuickBooks)
- Bachelor's degree in accounting, finance, or related field (Preferred)

Schedule:

Monday – Friday 8AM – 5PM PST

Pay: \$56,000 – \$65,000

Benefits: Medical, Dental, Vision, Life Insurance, and PTO

MCDA CCG Inc. is an equal opportunity employer, committed to providing a workplace free from discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.