

Accounting/HR Assistant (santa rosa)

compensation: **DOE**

employment type: **full-time**

We are currently looking for a full time Accounting and HR assistant to join our fun and hard-working team.

BCFoods is a worldwide leader in the Industrial food ingredient industry. Our headquarter office in Santa Rosa is seeking a highly productive individual with strong analytical and problem solving skills. Visit our website at www.bcfoods.com to learn more about us.

This position is based in our Santa Rosa office, the candidate must live within commute distance.

Duties may include Payroll, General Ledger Accounting, A/P, A/R, Human Resources, Cash Management and Business Analysis.

Accounting/Bookkeeping:

Month end close

Assist in internal financial statement preparation

General Ledger reconciliation

Monthly account analysis

A/P

A/R

Payroll organization for payroll service

Audit preparation for insurance and Worker's comp

Financial analysis

Assist in improving and enforcing internal control and accounting policies and procedures.

Special projects

Human Resources:

Prepare information needed for Payroll service

Maintain employee's time off records

Manage Medical, dental and other benefit enrollments, renewals, changes.

Assist in improving and enforcing HR policies and procedures.

New hire documentation and orientation.

Assist in recruitment.

Qualifications:

AA degree in Accounting or Equivalent work experience.

2+ years of experience performing month end close and internal financial statements.

2+ years of experience in A/P and A/R

Must have strong, practical, bookkeeping experience.

1+ year of HR experience including payroll, benefits and Worker's comp.

Experience using Accounting systems with integrated Inventory management system.

Strong Excel skills required.

Must be detail oriented and able to manage a heavy workload accurately and timely

Confidentiality is a critical qualification.

Excellent written and verbal communication skills.

Positive and helpful attitude, we are very team oriented!

****SAP Business One Software experience a significant plus.***

This is a Full-time position M-F, approximately 8am to 5pm. We offer a competitive compensation package including health, dental, and long-term disability insurance, AFLAC, and 401K plan.

Please send resume and cover letter outlining your previous experience pertinent to this position. Please indicate your salary history and available start date. Send to resumes@bcfoods.com, Note "Acct/HR" in the Subject line.