
Job Description

BCFoods has an immediate opening for a **Staff Accountant** to join our fun and hard-working team. This position is based in our Santa Rosa office, the candidate must live within commute distance. Duties may include General Ledger Accounting, A/P, A/R, Cash Management and Business Analysis. This position will report directly to our company CFO.

Duties and Responsibilities:

- Assists with preparation of accurate financial statements
- Assists with reconciliation of General Ledger and month end close.
- Monthly account analysis
- A/P and A/R
- Reconciliation and entry of expense reports
- Possible backup Payroll preparation for payroll service
- Assist with cash flow report maintenance
- Assist with report preparation
- Assist in improving and enforcing internal control and accounting policies and procedures.
- Special projects

Qualifications:

- Bachelor's degree in Accounting, or in Business with an Accounting emphasis is required
- 2+ years' work experience in accounting is required.
- Experience using Accounting systems with integrated Inventory management system.
- Strong Excel skills mandatory
- Strong aptitude for math and numbers, high level of accuracy is required.
- Acute attention to detail and able to work well in a fast-paced environment
- Must be able to manage a heavy workload accurately and timely
- Strong organizational, problem-solving, and analytical skills.
- Confidentiality is a critical qualification.
- Excellent written and verbal communication skills.
- Flexibility and a willingness to work within changing priorities with enthusiasm.
- Must have excellent work habits including working extra hours as needed.
- Physical demands: Sitting at desk, working on computer/10 Key for long periods of time

Helpful but not required:

- Manufacturing/cost accounting experience
- HR administrative experience
- *** 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.

Visit our website at www.bcfoods.com to learn more about us.