



****JOB OPPORTUNITY in Folsom, California****

Position Available: Staff Accountant

Qualified candidates, please send resumes directly to joanne.kenison@conferencedirect.com.

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 18 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

JOB SUMMARY:

The Staff Accountant position is responsible for performing general accounting functions to include A/R, A/P, reconciliation projects and other accounting matters.

RESPONSIBILITIES:

- Perform bank reconciliations weekly and monthly
- Collaborate with other departments to ensure all bank transactions are entered in the accounting system in a timely basis
- Prepare month end closing entries and journal entries as needed
- Ensure all transactions have posted through to the general ledger
- Perform balance sheet analysis on a monthly basis
- Reconcile and enter corporate credit card transactions
- Assist the Controller with special projects
- Assist other departments as needed

REQUIREMENTS:

- BS Degree in Accounting or related field
- At least two years of professional experience
- Strong understanding of Microsoft Excel required
- Microsoft Dynamics GP experience required
- Hospitality industry (i.e. hotel or event planning) preferred
- Attention to detail and the ability to multi-task based on priority levels
- Excellent interpersonal skills and a collaborative management style
- Excellent verbal, analytical, organizational, writing and presentation skills
- Strong understanding of accounting, reporting and annual budgeting



Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.