



STAFF ACCOUNTANT
Rancho Cordova, California

May 2019

We are recruiting for a Staff Accountant to perform accounts payable, accounts receivable, bank reconciliations, and other accounting duties. The Staff Accountant will report directly to the Finance Director.

- Perform accurate accounting and financial processes and maintain organized workpapers and files.
- Create and maintain the integrity of the general ledger.
- Process accounts payable and accounts receivables.
- Monitor and communicate client cash flow and registers internally and externally to clients. Prepare client monthly bank reconciliations.
- Prepare checks received for remote deposit and reconcile receipts to invoices.
- Prepare vendor 1099's.
- Analyze accounting and financial data to meet management requests.
- Develop, document, and maintain internal processes and procedures, including internal control activities.
- Perform month end closing and assist with annual financial compilation.
- Work effectively with all departments and companies to create an atmosphere of cooperation and ensure integration of all policies of the department and company.

Education and Experience

- Bachelor's or Associate degree in Accountancy.
- Basic knowledge of GAAP.
- 3+ years of experience working in accounting.
- Strong interpersonal and customer service skills.
- Proficient MS Office (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.

Benefits

- Medical paid 75% for employee
- 11 paid holidays
- 401K with employer match
- 15–20 days of PTO per year
- Dental, vision, long term disability and life insurance paid 100% for employee
- Employee Assistance Program for employee and dependents

Application Process

Submit a resume to https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2484730

Candidates may be asked to complete an assessment related to the position for which they are interviewing.

George Hills was founded in 1954 to revolutionize claims administration by creating a culture focused on innovation and excellent service. By applying creative minds to old, familiar processes, we developed best practice procedures for claims and JPA administration that reflect our goal to provide clients with the service and results they deserve. Our culture of creative solutions and customer appreciation is maintained by hiring people with similar professional values and providing them with the state-of-the-art tools they need to deliver the superior service for which George Hills has become known.

With offices throughout California, George Hills works with over 100 diverse clients, including counties, cities, school districts, insurance carriers, joint powers authorities, and agencies. Our firm's extensive California public entity claims handling history, along with a specific focus on property and liability third party administration, has resulted in our specialized knowledge of public entity oversight and claims handling needs.

Mission Statement

To be California's leading TPA and JPA management firm.

Purpose Statement

Protecting and enhancing the assets of our clients.

Values

- Honesty, Integrity, and Accountability**
- Customer Satisfaction**
- Financial Stewardship**
- Loyalty and Commitment**
- Continuous Improvement**

- Inherent in our everyday actions
- Exceeding expectations is our goal
- Critical to our collective success
- Earned through trust between employee and employer
- Encouraged and supported as leaders in the industry

The purpose of this profile is to provide general information and assist potential candidates in determining interest in applying for this position. The information provided is not all-inclusive.