

Mengali Accountancy

We're Expanding and Looking For A "Next Generation" Accountant!

Mengali Accountancy, a successful and rapidly growing accounting firm located in beautiful downtown Healdsburg, is currently seeking an experienced Accountant. The ideal candidate is a highly motivated self-starter who is eager to excel and thrives in a fast-paced and technology-rich environment. Mengali Accountancy operates in a paperless environment with automated workflows. We provide outsourced accounting functions for many entities enabling the person who fills this position to enjoy a variety of challenging tasks unique to many different firms.

Our beautiful inviting office with extensive resources is a well desired place to work. Our corporate culture is very fast-paced and encourages self-development and is looking to add another "Super Star" to our team.

MAIN JOB DUTIES:

- Financial Statements – Externally Produced
 - Monthly reviews of Income Statements, Balance Sheets, and GLs from third party multi-family property management companies
 - Ensuring financial packages from property management companies are complete, presented timely, and figures tie between correlating reports
 - Creating and reviewing journal entries
 - Creating and maintaining property tax and insurance schedules along with prepaid and accrued expense schedules
 - Extensive communication with property management companies
- Financial Statements – Internally Produced
 - Review of GL
 - Production of financial statements
 - Consolidation of multiple entities' financial statements
- Manage Accounts Payable
 - Determination of capitalizing expenses versus expensing them
 - Ensuring compliance and accuracy of the client accounts
 - Review bookkeeper's GL coding and AP entries
- Manage Payroll
 - Review quarterly and annual payroll tax returns
 - Set-up payroll modules in QuickBooks for clients
 - Ensure all payroll compliance at both the Federal and State levels involving multi-state payrolls
- Sales Tax Reporting
 - File sales tax returns
- QuickBooks Consulting
 - Troubleshoot data files
 - Create new QuickBooks file from scratch for new clients
 - Correct issues in QuickBooks files presented by new clients
- Audits
 - Provide all requested support documents for annual audits

- Provide detailed answers to auditors' questions

QUALIFICATIONS:

- BS in Accounting preferred, AS required
- Experience in the multi-family residential industry a STRONG plus
- 5-7 years Accounting experience required
- Working knowledge of QuickBooks is a MUST!
- Excellent PC skills (Outlook, Word, Excel)
- Proficient typing & 10-key speed
- Self-starter with willingness to learn and positive attitude
- Must be detail oriented, highly organized, and dependable

Benefits include: Health insurance, dental insurance, SIMPLE-IRA retirement plan, paid time off, company sponsored ParkPoint* gym membership, and others.

Email your resume, salary history, and salary requirements to jobs@mengali.com.

Employment Opportunities are provided on our website at the following link:

<http://www.mengali.com/~mengali/employment.php>

Full-time position

Salary DOE

Equal Opportunity Employer

Will Not Pay Relocation Costs

**ParkPoint health club is located in our business park*