

# **Ridemakerz**

## **Senior Staff Accountant**

CA- Irvine

Please forward resume to [Jobs.RZ@ridemakerz.com](mailto:Jobs.RZ@ridemakerz.com)

### **POSITION DESCRIPTION**

#### **POSITION PURPOSE**

The Senior Staff Accountant is responsible for maintaining accounting policies and procedures that ensure the highest level of efficiency while maintaining appropriate internal controls and compliance with US GAAP. Essential duties and responsibilities are the month-end close process, maintaining the integrity and accuracy of the general ledger, including sub ledger to ledger reconciliations and account reconciliations, sales audit process, cash/credit card reconciliation and monthly sales and use tax reporting.

The Senior Staff Accountant will assist in developing various accounting policies and procedures to ensure a solid corporate foundation. The position operates in fast paced, diverse, and hands on environment. As the company continues to grow the Senior Staff Accountant needs to be able to adapt quickly and meet the changing needs. She/he must be able to work well independently as well as in a highly collaborative team environment.

#### **MAJOR TASKS, RESPONSIBILITIES AND KEY ACCOUNTABILITIES**

Ensure all transactions are accounted for in accordance with U.S. GAAP.  
Balance sheet reconciliations, maintain fixed assets/Molds, and prepare monthly accruals.  
Assist with the implementation of controls, policies and procedures to support the growth and expansion of the company.  
Drive process improvement and identify opportunities for cost savings.  
Process journal entries for month-end close, including sub ledger to ledger reconciliations.  
Prepare and file monthly sales and use tax returns.  
Prepare and develop monthly accounting reports.  
Prepare and analyze monthly and quarterly royalty reporting.  
Manage the accounting for company gift card program and credit card processing.  
Develop and manage the sales audit process for company retail stores.  
Aggregate payroll hours for retail stores and apply hourly and overtime rules for retail store management.  
Manage the company Travel & Entertainment process.  
Routine reconciliation of data flow between company POS (Retail Pro) and ERP (GP-Dynamics) systems.  
Create accounting schedules such as rent, depreciation/amortization, and department expenditures.  
Develop summary reports to accompany various historical and new operating agreements.  
Other tasks as assigned by the supervisor.

#### **NATURE AND SCOPE**

Reports to Accounting Manager  
Ability to consider many different options or procedures when solving problems.

#### **ENVIRONMENTAL JOB REQUIREMENTS**

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.  
Majority of the time is spent doing computer work and using office equipment in an open office environment.  
Under regular pressure to meet deadlines.

## **ESSENTIAL SKILLS**

### **MINIMUM QUALIFICATIONS**

Must be 18 years of age or older.  
Must successfully complete any required pre-employment requirements.  
Must successfully complete training or orientation courses.

### **EDUCATION REQUIRED**

Bachelor's Degree in Accounting, or equivalent experience in accountant/finance.

### **YEARS OF RELEVANT WORK EXPERIENCE**

3-5 years of related experience.

### **ADDITIONAL QUALIFICATIONS**

Great Plains experience.  
Hands on general ledger experience.  
Knowledge and thorough understanding of US GAAP.  
Ability to work a flexible schedule, which may include weekends and evenings.

### **PREFERRED QUALIFICATIONS**

Accounting experience in a retail environment.  
Excellent Excel skills and strong Microsoft Office, Outlook, and Word

### **KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES**

Problem solving  
Stress tolerance  
Meet deadlines, quotas and/or must deal with regular time sensitive situations.  
Planning and organizing with great attention to detail  
Ability to work in a fast paced, hands-on environment  
Must be able to work in a fast-changing, entrepreneurial environment  
Self-directed individual with strong motivation and willing to take initiative  
Strong analytical and problem solving skills  
Excellent verbal and written communication skills  
Interpersonal skills, ability to give and receive constructive feedback, ability to interact and partner with people at all levels and locations  
Flexibility, team orientation, ability and willingness to learn

## **Additional Information**

Offices are located in Irvine, CA. Relocation assistance is not provided