



Accounting Manager - Los Angeles, California

About us:

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients’ desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position in our Los Angeles office near Burbank, includes competitive vacation and health benefits.

The Position

We are looking for an experienced Accountant/Bookkeeper to perform a range of accounting, bookkeeping and administrative support functions for Singer Vehicle Design.

Key Responsibilities and Duties

General A/R functions:

- Prepare and submit customer invoices
- Code, post and receipt payments
- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations
- Update, verify and maintain accounting journals and ledgers and other financial records



General A/P functions:

- Check, verify and process invoices
- Prepare checks/ACH/wires for signature and mailing
- Sort, code and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Maintain vendor files

Reporting and Closings:

- Prepare monthly accrual basis financial reports, including Balance Sheet, P&L Statement, Statement of Cash Flow, Aging of receivables and payables, and other reports as required.
- Prepare cash flow and daily cash position report
- Prepare Month-End closings
- Prepare Weekly/Monthly/Quarterly/Yearly Financial Reporting and written summaries
- Prepare budgets

Other items:

- Review and update chart of accounts; review and update bookkeeping policies and procedures using QuickBooks. Maintain/manage and balance all charts of accounts. Manage all G/L issues.
- Prepare all journal entries and all month-end adjustments as needed to accurately reflect periodic financial reports. Prepare monthly analysis and reconciliation of all accounts necessary for monthly financial reporting.
- Track and audit petty cash
- Assist with employee expense reports
- Perform filing and general administrative tasks
- Liaise with other departments/customers/vendors

Required Experience

- Minimum of 2 years' experience in clerical accounting
- Accounting degree or CPA preferred
- Excellent MS Office skills – specifically Excel
- Expertise in QuickBooks
- Knowledge of generally accepted accounting and bookkeeping principles and procedures

**Key Competencies**

- Extremely organized
- Exacting attention to detail and deadlines
- Self-starter, entrepreneurial and able to develop new processes and procedures as needed
- Strong customer service orientation
- Excellent email communication skills

Salary: Commensurate with experience

How to Apply:

Please go to: <http://singervehicledesign.com/careers/> and click on "Apply Here" and complete the application form, making sure to upload both a cover letter and resume. We will review each application and reach out to you if we would like to move forward in the interview process.

No phone calls, faxes or mailed submissions will be accepted.

We do not offer relocation assistance for this position.