



Junior Accountant

Singer Vehicle Design – Sun Valley, 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 Sun Valley office, includes competitive vacation and health benefits.

JOB TITLE: Junior Accountant

We need a Junior Accountant to join our finance department and assist in the reporting and reconciliation duties for our company. The ideal candidate will have a head for numbers, experience with MS Excel, and strong analytical skills. The Junior Accountant will report directly to the Senior Accountant, and will need to demonstrate the ability to work proactively and independently in a fast-paced office environment.

Core Requirements:

- Bachelor's Degree in Accounting
- 2+ years' related experience preferred
- Big 4 or national accounting firm experience a plus
- Manufacturing Experience a plus
- Fundamental experience in US GAAP and financial reporting technical skills
- Experience with WIP accounting a plus
- Hands-on experience with accounting, ERP, MRP, CRM software packages, i.e. Dynamic Great Plains, MAXX, Sugar, Crystal Reports and others
- Strong Excel skills required (including Vlookups and pivot tables)

Specific Functions:

- Assist with the preparation of periodic financial statements and compliance reports



- Assist with the preparation, maintenance and continuous update of financial forecast
- Analyze and reconcile bank statements and general ledgers
- Post journal entries for accrued expenses and revenue
- Maintain and record fixed assets
- Act as a liaison for vendors to reconcile any billing discrepancies
- Enter and balance accounts receivable and payable on a daily basis
- Assist with other accounting projects in the office
- Assemble financial data for audits
- Monitor credit card charges, payment discrepancies, refunds, returns and misc. charges
- Maintain orderly financial filing system
- Reconcile department accounts monthly and prepare reports to present to management
- Track tax payments and compile information for tax filing
- Prepare and file local compliance reporting as necessary

Overall Work Characteristics:

- Possess exceptional written and verbal communication skills
- Exceptional work ethic
- Accuracy and attention to detail as well as aptitude for numbers and quantitative skills
- Highly Motivated self-starter & team player
- Able to multi-task and prioritize work effectively
- Hands-on experience working with general ledgers
- Excellent problem-solving skills

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors

Salary: Salary based on experience

Benefits Package:

Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and eight company-paid holidays.