



Wagner Consulting Group, Inc.
350 Rhode Island, Suite 240
San Francisco, CA 94103
415-767-3682

POSITION TITLE: ACCOUNTANT 01
POSTING NUMBER: WA001
POSITION TYPE: PART-TIME HOURLY

POSITION OVERVIEW:

Completes a variety of assignments requiring the application of standard accounting techniques and principles studied in a 4-year university accounting program. This is a part-time, early professional position where assignments are structured to familiarize the incumbent with Company practices and procedures. A number of assignments require PC literacy and proficiency in utilizing spreadsheet applications.

SPECIFIC RESPONSIBILITIES:

- Audits accounts, sub-jobs, and other financial information for completeness, accuracy and legitimacy of charges, and conformance with accounting procedures.
- Generates and analyzes periodic financial reports, making recommendations regarding status of reserves and assets.
- Reviews draft billings for contract compliance and makes necessary changes.
- Reconciles accounts receivable billed/unbilled schedules with job costs and revenue.
- Analyzes accounts, computes standard ratios, and prepares standard financial statements.
- Prepares financial and statistical reports, including income and balance sheets.
- Prepares invoice recapitulations and advance funds requests.
- Maintains journals, general ledger, and subsidiary accounting records.
- May compile data for use in tax return preparation and prepares less-complex tax reports.
- Maintains expense controls and budget processes.
- May develop or recommend improvements to accounting methods and procedures.
- Provides guidance to Accounting support personnel.
- Performs other responsibilities associated with this position as may be appropriate.

EDUCATION/EXPERIENCE:

4-year degree in Accounting, Economics, Business (or equivalent)
3 years of related work experience.

SKILLS/COMPETENCIES:

Requires a working knowledge of standard accounting techniques and principles, strong written and oral communication skills, and a proficiency in PC software packages typically associated with accounting.

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