

ENTRY LEVEL STAFF ACCOUNTANT

CSO is currently seeking an Entry Level Staff Accountant with a focus on Accounts Receivable and Accounts Payable in Project Based Accounting. CSO is a results-driven firm and is seeking a talented, energetic, driven individual focused on advancing their career.

Qualifications:

The Staff Accountant selected to fill this position will display strong interpersonal skills and be detailed-oriented. They will need to exhibit a desire to learn and work in a professional team setting. This individual must be proficient in Excel, Word and any accounting system. Associate degree or bachelor's degree in business/accounting is required.

Responsibilities:

- Performing a variety of accounting functions and analyses including but not limited to:
 - Invoicing clients including Consultant AP on project-based billing in a studio environment.
 - Setting up projects, entering project budgets, meeting with Project Managers to review invoicing.
 - Preparing and printing checks weekly.
 - Investigate and resolve discrepancies.
 - Sending out consultant invoices for approval.
 - Sending clients statements and following up on over-due accounts.
 - Closing out projects by running reports, updating database and archiving.
 - Posting invoices and expenses, collecting receivables and researching disbursements for accuracy.
- Ability to prioritize tasks and complete deadlines.
- Maintain good relationships with vendors, subconsultants, clients and co-workers.
- Ensure compliance with the finance department's policies and procedures.