Samuel Hubbard Shoe Co is in a growth phase and is looking for an ambitious Staff Accountant to provide support to the finance department by managing daily accounting tasks. The goal is to contribute to the overall efficient operation of the department. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers while paying attention to detail.

* Posting and processing journal entries to ensure transactions are recorded properly
* Assist with updating accounts receivable and issuing invoices and credit memos
* Assist with processing AP invoices and perform reconciliations, as needed
* Assist with reviewing of expenses as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit various weekly/monthly reports
* Assist in the preparation of monthly/yearly closings
* Good understanding of accounting and financial reporting principles and practices
* Assist with reconciling bank accounts by gathering and balancing information.
* Maintain general ledger and reconcile balance sheet accounts; adjusting entries for amortization of prepaids; preparing fixed asset depreciation and accruals.
* prepare analysis of accounts as requested
* Assist with the management of monthly/quarterly sales and use tax filings
* Review and process expense reports
* Provides financial status information by preparing special reports; completing special projects.

Education and Key Competencies

* BS/BA in accounting, finance or relevant field
* Sound understanding of accounting and financial reporting principles and practices
* Previous experience of general accounting
* Proficiency in relevant accounting software
* Meticulous attention to detail with the superb organizational skills
* Deadline-driven
* Analytical mind with strong conceptual and problem-solving skills.
* Takes Initiative
* Adaptable
* Ability to work independently and as part of a team
* Advanced competency in Microsoft Office and Accounting software packages (e.g. SAP, Concur)

. **Compensation & Benefits:**

* Competitive salary and benefits, BOE.
* Enjoy a casual work environment at a family-owned company.
* Work for a fast-growing company with potential for job growth.

**About Samuel Hubbard Shoe Company**

* Samuel Hubbard Shoe Company has an exceptional product, award-winning customer service and an amazing team. The offices are located in Greenbrae, CA, and are close to the Ferry Terminal that connects with San Francisco and soon to be connected by the new light rail system leading north to Santa Rosa as well.
* The Company operates as both a retail and wholesale business, selling premium quality footwear for men and women produced in Portugal. Samuel Hubbard Shoe Company has built a new premium shoe and leather goods brand from the ground up. The Company works with a small team of people who enjoy working together and every player is key to their success.
* \*Please submit resume and cover letter to: jobs@samuelhubbard.com
* \*Local candidates only.
* \*No sponsorship offered at this time.