

Job Title – Senior Accountant (Full-Time)

Description:

RoofScreen Manufacturing, Inc. has an open position for a Senior Accountant. The company is headquartered in Santa Cruz and has more than 20 years of experience engineering and fabricating architectural rooftop equipment screens for customers across the continent. We're a tight-knit group that likes to have fun so make sure to bring your sense of humor! Must love dogs. We encourage you to visit www.roofscreen.com for more information about our company.

The Senior Accountant is responsible for all aspects of accounting including but not limited to management or performance of the following roles:

- Accounts Payable management (we have an A/P assistant),
- Invoicing, Accounts Receivable, and collections,
- All bank statement and balance sheet reconciliations,
- Monthly soft-close and quarterly hard close activities,
- Financial oversight of inventory, including costing.

Ideal Candidates will have:

5+ experience in all the following:

- QuickBooks Enterprise Edition
- A/R
- A/P
- Cost Accounting
- Payroll
- General Journal Entries
- Inventory and valuation
- Excel - high level of proficiency
- Balance Sheet Account Reconciliations
- Bank Statement Reconciliations

Job Essential Skills & Experience:

- Previous experience as an accountant with full accounting and some management responsibilities
- Solid written and verbal communications
- Construction and/or Manufacturing Experience a big plus

Please note this position is not eligible for remote work.

Compensation: \$75,000 to \$90,000

Benefits include but are not limited to:

- Full-time position
- Medical and dental
- Paid vacation, holidays and sick days
- 401K with matching contributions

Download an application for the above position [here](#).

Please complete and email the application above along with your resume and cover letter to info@roofscreen.com