

Redwitz, Inc. is an established, highly respected, growing CPA firm based in San Jose. (<http://redwitz.com/>) We are engaged in all aspects of public accounting and perform work in a multitude of industries. We have offices in Irvine, San Jose and San Diego.

We are currently looking for a full-time Accounting Associate to join the team in San Jose! This is a great opportunity for an accounting professional interested in the public accounting industry.

Responsibilities:

General accounting functions including general ledger, billing, accounts receivable, accounts payable, budgeting and other reporting functions.

Consulting with clients

Works with Senior Accountant on various projects

Must possess fundamental understanding of all aspects of accounting and be proficient in computerized bookkeeping systems.

Experience using QuickBooks a plus

Ability to multi-task and handle multiple client accounts

BA/BS from accredited institution (Accounting degree preferred)

Experience with accounts payable and accounts receivable accounting

Preferred 2- 3 years bookkeeping/accounting experience

Proficient in Microsoft Office

Strong organizational, analytical, and oral and written communication skills.

Experience with Accounts Receivable, Accounts Payable, Payroll and Taxes

Must be able to work independently and be a team player.

CORE Competencies:

Excellent accounting knowledge/skills, understanding of GAAP

High technical skills -- able to grow with technology changes

Task oriented, fast AND accurate

Able to analyze and recommend new processes for efficiency (internally and externally)

Client contact --professional attitude

Able to learn quickly and work directly with CFO