



ACCOUNTANT FOR SMALL BUSINESS

About Us: SC Engineers is a leading consulting engineering firm located in San Diego, CA providing outstanding expertise in the areas of mechanical, electrical, and plumbing engineering; utility distribution; energy management; commissioning; project management; and building automation for building and infrastructure systems. Established in 2004, SC Engineers has established a reputation for producing energy efficient and sustainable solutions to both public and private sector clients.

What We Offer: We understand that people are the drivers of innovation and that is why we seek the most highly qualified individuals who do outstanding work in their area of expertise to help steer our success. We allow our team members to chart their own career path, offering support and encouragement along the way. We combine a casual, fun, and team-oriented office culture with highly progressive compensation and benefits package that includes medical, dental, vision, disability, profit sharing, and 401K. We offer an exceptional environment for growth and advancement.

Job Description: We are currently seeking an Accountant to join our San Diego, CA Team. Responsibilities include:

- Accounts receivable and accounts payable process.
- Monthly billings to clients according to schedule.
- Payroll database process.
- Accounting Department project closeout process.
- Accounting policies and procedures.
- Accurate labor reports.
- General ledger.
- Fixed Assets management.
- Forecasting revenue and analyzing profit margins.
- Preparation of financial statements assistance.
- Financial models for leadership team.
- Month-end job and labor costs.
- Month-end, year-end close process.
- Fringe Benefits management.
- Project cost accounting.
- P&L analysis of various expense accounts.
- Ad hoc projects and reports.

Qualifications and Skills:

- CPA candidate preferred.
- Bachelor's degree in Accounting, preferred.
- Minimum of three years of experience.
- Advanced MS Excel skills.
- Outstanding analytical and organizational skills.
- Familiarity with Government accounting, a plus.
- A-E industry or Small Business experience, a plus.
- ADP experience, preferred.
- QuickBooks experience, preferred.