

vine solutions, inc.



### **General Ledger Accountant Job Description**

Vine Solutions, the leading accounting and consulting firm for the Bay Area's finest dining restaurants, is seeking a bright self-starter to join our growing team as a full-time GL Accountant. This position has great growth potential and an easy reverse-commute from SF, located a few miles North of the Golden Gate and very close to the Richmond Bridge.

The GL Accountant performs a variety of accounting duties serving a prestigious client list of the Bay Areas finest restaurants. If you enjoy a fast-paced environment in a dynamic industry, then this could be the job for you.

#### **Responsibilities Include:**

- Assisting with preparation of financial statements.
- Maintain monthly general ledger, including accrual report schedules.
- Monthly analysis of balance sheet and income statement accounts, reporting any variances to the Accounts Manager.
- Perform monthly bank and cash reconciliations.
- Coordinate and assist external CPA's with the annual tax preparation and audit process.

#### **Qualifications:**

- Bachelors Degree in Accounting or the equivalent of 3-5 years of relevant experience.
- Strong organizational skills with the ability to multi-task.
- Ability to take initiative, along with strong communicative skills.
- Strong understanding of the accounting cycle.
- Intermediate level of Excel and Word skills.
- Knowledge of MAS90 a plus.
- Demonstrates professionalism in reacting well under pressure both in the workplace and with clients.

#### **Benefits:**

Generous standard benefits package, plus a 50% discount on meals at any of the Left Bank restaurants.

Email cover letter and resume with salary history.

Subject to change at Vine Solutions discretion