

Staff Accountant

Ready for something new and exciting? Want to work hard with a dynamic team with a full-time, stable, long-term, salaried position that will challenge you and put all your skills to the test? Excel Global Partners (EGP) encourages you to apply for our opening for a skilled Staff Accountant!

Excel Global Partners:

Our team consists of professionals with Corporate and Consulting backgrounds ranging from Business Analysts and Controllers to Project Managers and IT Systems Specialists. At EGP, we believe in the power of teams, hard work, accountability, intellectual rigor, excellence in client service, and integrity. We offer premier consulting solutions for a wide array of companies across multiple industries. EGP is an exceptional place to work and grow as you are given the opportunity to perform in a true team atmosphere, while pursuing opportunities that will enhance your skillset and grow with the firm. At EGP, we offer excellent benefits and competitive salaries. Become a part of a growing organization where your contributions are rewarded.

Please visit our website at www.ExcelGlobalPartners.com for more details about our practice areas.

Responsibilities:

- Coding and recording expenses and receipts
- Coding and recording bills in Accounts Payable
- Applying and recording customer payments
- Maintaining supporting documents (scanned receipts, checks, bills, etc.)
- Drafting customer invoices
- Bank reconciliations including checking accounts, credit card accounts, loan amortizations
- Intercompany reconciliations
- Expense reports, including coding to customer accounts as appropriate
- Project management experience is a PLUS!
- Working knowledge of IFRS and/or US GAAP
- Exceptional verbal, written, and presentation skills
- Promptness is critical as are strong time management and organizational skills
- Highly organized and detail oriented.
- Self-starter

Must have:

- Ability to operate efficiently during the hours 8:00A.M. to 5:00 P.M. for Texas Time Zone in the U.S.
- Separate, closed-off space in your home office, where background sounds will not be heard by customers.
- Your own computer and high-speed internet connection
- Contingency plans for power interruption, natural disasters, and personal emergencies.
- Accounting background, ideally within multicompany environments

- Strong analytical and communication skills
- Strong QuickBooks experience, preferably QuickBooks Online
- Strong MS Excel skills

Excel Global Partners offers equal employment opportunity to all applicants for employment and all employees regardless of race, age, religion, sexual orientation, gender expression, color, physical handicap, veteran status, creed or any other status protected by applicable law.^(EEO)