

Position: Accountant
Location: Downtown Oakland

Why Ghaffari Zaragoza?

We are a well respected public accounting, consulting and training firm, serving the nonprofit community since 1991. Located in downtown Oakland, we are one of the few accounting firms in the Greater Bay Area that serve only nonprofit organizations. The increasing complexity of the nonprofit environment provides exciting opportunities for professional growth and career advancement within this growing and stable industry.

Responsibilities

- Participate in compilation, audit and review engagements, with primary focus on the preparation of financial statements and monthly full-cycle accounting work.
- Use web-based reference tools to research, understand and apply accounting principles to the reporting requirements of our nonprofit clients.
- Help enhance and maintain existing relationships with clients through effective communication. Request information necessary to complete the engagement with a minimum of disruption to the client's work.
- Help foster an environment of enthusiasm and cooperative teamwork within the firm.

Qualifications

- 1 or more years accounting experience, public accounting experience a plus.
- BS/BA degree, accounting preferred.
- Excellent oral and written communication skills.
- Well-developed computer skills, including Word, Excel and accounting software experience or knowledge.
- Detail oriented with ability to perform tasks concurrently.
- Ability to present yourself professionally and personably.
- Strong analytical skills and desire to continuously learn.
- Ability to work independently and as an effective member of a team.

Submit your resume:

Email: personnel@gzaccounting.com

Fax: 510-834-2556

Mail: Ghaffari Zaragoza LLP
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Oakland, CA 94612