

# STONEFIELD

## ***Accountant Position with a Fast-Paced Engineering Firm***

At this stage in our fast-paced growth, we need a full-time, passionate accountant to assist in taking our firm to the next level financially. If you are a dedicated, hungry candidate, we will reciprocate with a rewarding environment and an ultimate runway to the CFO position at Stonefield. With the right candidate, we are committed to building a team and department around you. To succeed in this role, candidate must possess a skillset that excels in the following: communication, analysis, coaching and mentoring and problem-solving. We need someone who is hungry, humble, and cares about the people working beside them. This opportunity is in our Rutherford, NJ office with easy access to the Rutherford Train Station and Route 190 bus. New York Penn Station is a 30-minute train ride.

### **Responsibilities:**

- Create and implement financial performance templates and metrics
- Create an annual budget as well as monthly forecasts and performance reports
- Coach and mentor billing administration team
- Create reconciliations that ensure balances are accurate and up to date
- Plan, track, and file multi-state quarterly tax returns
- Corporate credit card reconciliation and posting
- Assist in the preparation of monthly financial statements
- Prepare and record journal entries for month-end close
- Prepare monthly tax accrual spreadsheet so that cash flow can be planned
- Renew existing certificates of registrations in various states and ensure tax payments are up-to-date
- Work closely with financial consultants, 401K fund managers, and health insurance brokers to ensure all company perks are competitive and renewed
- Reconcile bank accounts
- Investigate and resolve discrepancies in monthly bank accounts
- Teach and mentor the firm's partners and ownership

### **Requirements:**

Bachelor's degree required in Accounting or Finance; 3-5 years of accounting experience is preferred. In addition, enthusiasm, commitment, and attention to detail are essential. If you would like to learn more about opportunities at Stonefield, please send your resume and a short cover letter to: [recruiting@stonefieldeng.com](mailto:recruiting@stonefieldeng.com).