

JOB OPPORTUNITY

Chief Financial Officer

Location:	Santa Ana, California
Pay Range:	\$85,000 plus benefits per year
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Accounting - General Business
Required Travel:	Negligible
Relocation Covered:	No

Description - Chief Financial Officer

A new start-up company in Santa Ana, California is seeking to fill a position for Chief Financial Officer. The CFO will need to be able to supervise a large team of employees, direct them to complete timely tasks and have the ability to organize detailed information about company finances. The CFO is responsible for overseeing the entire financial process in the company perform the following duties with the support of their department team:

- Maintain the day to day operations of the accounting department .
- Supervise a large team of employees as they work on their individual assigned accounting tasks
- Monitor the company finances and bill payment
- Create monthly financial statements
- Supervise the tracking the personal banking
- Establish company start up costs and apply for the business loan
- Facilitate weekly department meetings to insure communication between all accounting staff.
- Hire your accounting team
- Learn the SAGE accounting program
- Collaborate with the sales department in developing the business contract
- Prepare budgets and forecasts.
- Supervise all company and personal tax processes.
- Attend weekly leadership meetings.

Real World Requirements

10+ years of hands on small company accounting and finance experience. Bachelors degree is required as is a type "A" personality and is an very hard worker who is satisfied only when the job is done right. CPA is preferred. Background includes positions of leadership.

In compensation for the low monthly salary, the CFO will be one of the owners of this company and will hold stock options. Medical, dental and vision benefits will be included in the company package.

For consideration, apply with your resume and job application to Mr. Alan Gersten or email your resume to chsebusinessacademy@gmail.com

Application Information

Contact:	Alan Gersten
Email:	chsebusinessacademy@gmail.com
Closes:	September 22, 2014
Interviews:	September 23, 2014

JOB OPPORTUNITY

Accounting Associate

Location:	Santa Ana, California
Base Pay:	\$24,000.00-30,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Administrative Support - General Business
Required Travel:	Negligible
Relocation Covered:	No

Description.

A new company is seeking a professional accounting associates to work in the accounting department. Candidate must be knowledgeable in Excel and PowerPoint and be open to learning new skills. Candidates will be responsible for a wide variety of tasks supporting activities under the direction of the chief financial officer. They will work in support of the company and could be asked to perform any of the following accounting tasks that include;

- Establish, track and maintain accurate company payroll records
- Maintain company bank account and monthly billing cycles
- Track employee banking practices
- Learn the company accounting software, SAGE 50
- Conduct professional training to staff in all areas of finance and taxation
- Support the processing of monthly accounting reports
- Support the chief financial officers in all of their duties.

Real World Requirements

This is an entry level position with the ideal candidate will have 2-4 years accounting or bookkeeping experience in a company environment. Must be detailed oriented and enjoy working with numbers and finance. Ability to take direction and interact with senior management in a professional manner a must.

In exchange, we offer an attractive salary and benefits.

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Email:	chsebusinessacademy@gmail.com
Closes:	TBA
Interviews:	TBA