



## Job Description

**Job Title: Staff Accountant**

**Department: Finance**

### What You'll Do:

HG Insights is looking for a Staff Accountant to support general accounting operations and payroll. You will be responsible for a range of accounting duties, including direct support for Accounts Payable, month end close, account reconciliations and audits/tax filings. This role reports to the Sr. Accounting Manager and contributes to HG's success through the hands-on accounting support of a data driven organization in a fast paced and fun environment. This position will be based in our headquarters office in Santa Barbara, CA.

### What You'll Be Responsible For:

- Accounts Payable and general expense processing via bill.com, ensuring invoices align with signed agreements, obtaining invoice approvals, account/department coding and research, summary reporting for Finance team approvals
- General Accounting and month end close. You will be a key support which includes general expense accruals and invoice tracking, journal entry preparation and NetSuite upload (both one-off and recurring journal entries), fixed asset and prepaid expense account maintenance
- Cash management and application of customer receipts to outstanding A/R, tracking of invoices and entering journal entries to post miscellaneous cash transactions
- Concur Administration and Expense Report Approvals which include new employee setup, reviewing receipts for accurate inputs and coding, ensuring expenses align with company policies, approving batches for payments to employees
- Balance Sheet reconciliations and responsibility for the monthly reconciliation and maintenance of various balance sheet accounts as assigned
- Benefit and healthcare account reconciliations, which include coordinating with Human Resources and Payroll teams to ensure that benefit enrollment aligns with provider invoicing and accrued benefit costs, tracking that terminated employees are removed from benefit invoices in a timely manner and credits are issued when appropriate, reconciling timing differences to calculate accruals where necessary
- Audit and Tax Compliance. You will assist with annual audits, including preparation of schedules and support with sample selection requests during annual audits, monthly/quarterly tax filing assistance & reporting and filing for various state sales tax filings, UK VAT filings, etc.
- Cross training with other team members as necessary
- Miscellaneous tasks and projects as assigned



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### What You'll Need:

- Accounting degree (or similar) with ideally at least 2 years of working experience
- Knowledge of GAAP (generally accepted accounting principles)
- Proficiency in Excel and general comfort in learning new systems
- NetSuite experience a plus
- Excellent attention to detail
- Affiliation for collaboration and overall learning
- Critical thinking and problem-solving skills
- Enthusiasm about Accounting, with a commitment to exceed client expectations
- Collaborative experience working with teammates throughout Accounting and Finance teams and beyond