Job Description
We are seeking a Staff Accountant to become an integral part of our team! You will compile financial data, manage expenses, and prepare invoices reporting directly to Sr. Leadership.

Responsibilities:
• Manage expenses and track transactions on QuickBooks Online.
• Track and record invoices to and from clients
• Review and reconcile company invoices prepared by others and or prepare invoices when required.
• Keep accurate records in accordance with company standards.
• Assist with payroll processing.
• Perform as needed office tasks.
• Assist CPA with monthly, quarterly and annual general ledger account reconciliations for all types of transactions to ensure accurate reporting and general ledger maintenance.
• Assist in preparation of monthly journal entries to recognize SGA expenses.
• Assist CPA with financial statement preparation for monthly, quarterly, and annual reporting.
• Assist with quarterly tax filling.
• Assist with external audits, analyze and schedule general ledger accounts and provide information to auditors.
• Assist with management of bank accounts and bank reconciliation preparation.

Qualifications:
• Previous experience in billing & finance.
• Well-versed in QuickBooks Online (Current QuickBooks Pro Adviser Certified preferred)
• Knowledge of standard accounting procedures
• Bachelor’s degree in accounting
• 3-5 years of corporate and general accounting experience preferred.
• US GAAP knowledge a must.

Company Description
Zephyr UAS, Inc. (dba Zephyr Rail) provides engineering services to support a variety of clients in the transportation industry focused on rail engineering. We are one of a few specialized firms utilizing a fleet of unmanned aerial vehicles (UAVs aka drones) to support both our in-house and client’s rail engineering needs for applications such as mapping, inspection, construction monitoring, and aerial photography of rail corridors.

Zephyr UAS, Inc.

Please send resumes to careers@zuirail.com and include the following text in subject line: Staff Accountant (CSF)