



Job Description

Job Title: Accounting Manager / HR Support
Location: Costa Mesa, California

Job Objective

Reporting directly to the Director of Finance, the Accounting Manager / HR Support position has responsibility for assisting with the monthly accounting functions, SOX compliance and month end close. This position also serves in a support role for Human Resource activities.

Principal Duties and Responsibilities

Accounting:

- Prepare and assist management with the preparation of annual PERC Water budget and updates as requested by CWCO
- Track dept level GL Budgets vs Actual, communicate major variances to PERC Water Director of Finance and President
- Prepare monthly work papers for CWCO Accounting
- Support management in streamlining the month-end close process through process improvements and automation
- Assist with establishing and implementing internal control procedures for SOX compliance
- Documentation of supporting schedules and analysis for quarterly and year-end deliverables
- Assist with and cross train on project billings, A/P, month end close JE's
- New Vendor Setup: review and validate new vendor requests, complete credit applications, ensure insurance compliance, review and assist with managing subcontractor agreements
- Maintain accurate insurance certificates for clients and from subcontractors/vendors
- Procurement: enter and maintain Purchase Orders in BST, communicate P.O. status to project managers & VP's, circulate open P.O. list to ensure correct commitments on an ongoing basis
- Enter A/R Deposits, follow-up on past due balances
- Complete special projects and analysis as required
- Maintain ongoing communications with all employees at PERC Water
- Promote and adhere to PERC Water's written corporate safety program
- Maintain acceptable attendance per PERC Water standards
- All other duties as requested by PERC Water's Director of Finance or President

Human Resources Support:

- Prepare offer letters and preform/coordinate tasks on new hire checklist
- Process terminated employees and perform/coordinate tasks on term checklist
- Track due dates/follow-up re: employee reviews, COLA's, employee's professional certifications, etc.
- Enter new employees into PEO's HR data base, maintain changes/accuracy of data,

- communicate with PEO's HR consultant as needed
- Work with VP of Operations and PEO in establishing and maintaining operator salary ranges

Knowledge, Skills and Abilities Required

1. Excellent working knowledge of proper accounting procedures and policies
2. Strong, hands-on computer skills; good working knowledge of Microsoft Office, Dropbox, Office 365
3. Excellent team-working and communications skills to enable effective interaction with PERC Water personnel
4. Ability to learn quickly and work in a fast-paced, team-oriented environment
5. Well organized, adept at managing peak workloads with an ability to meet deadlines
6. High ethical standards
7. Physical:
 - Body Positions: Standing, sitting for extended periods of time and walking.
 - Body Movements: Use of hands, eyes, arms and voice.
 - Must be able to lift up to 20 lbs.
8. Mental:
 - Language ability includes reading, writing, spelling, and the ability to clearly communicate business topics in English
 - Good organizational skills and attention to details
 - Ability to work independently or as part of a team

Education, Professional Credentials and Experience Required

- BS in Accounting or Business
- Certified Public Accountant, Chartered Accountant or similar certification, preferred
- Minimum 3 years' experience with a publicly traded company in an accounting capacity and working knowledge of SOX compliance
- Public accounting (Big 4) and large corporate experience is a plus
- Minimum of 5 years previous experience in Corporate and/or project accounting
- Minimum of 2 years' experience interaction with HR Dept

Company Overview

PERC Water Corporation is a water recycling company focused on returning water to nature. We seek to hire productive workers and innovative thinkers for all positions within the company. PERC encourages all employees to take ownership of the processes they are part of and responsible for. We design, build, operate and manage water recycling facilities throughout the United States, are committed to producing water of the highest quality, and guarantee the risks associated with water recycling for every client. **Company Web site:** www.percwater.com

Salary and Benefits: Salary commensurate with experience. Employer sponsored medical, dental, vision, life and LTD insurance, Paid Vacation, Holiday and Sick Time. Company sponsored 401k Plan

**To Apply: E-mail resume and a brief cover letter/e-mail introduction to:
employment@percwater.com. Please reference the job location
in your e-mail**

Employment offers are contingent upon the successful completion of a background check and passing a pre-employment drug and alcohol screen. Must have a valid CA Driver's License and be able to provide proof of insurance.