



Staff Accountant

The BoaVida Group is looking for a Staff Accountant in its Sacramento office. This Staff Accountant works directly with the Controller and Accounting Team. This is a full-time position.

Duties include, but not limited to:

- Process mail and invoices in our 3rd party accounts payable system
- Manage set-up of new vendors in our accounting system
- Assist with month-end responsibilities, including preparing journal entries, bank reconciliations
- Accomplish accounting and organization mission by completing related results as needed
- Special projects as assigned by Controller

The ideal candidate will have a strong desire to learn accounting skills in the mobile home/RV industry, have excellent communication, ethics and be detail oriented.

Requirements:

- Comprehensive knowledge of Microsoft Excel
- Competent with spreadsheets and databases
- Takes action on items beyond formal job responsibilities
- High attention to detail and excellent organizational and writing skills
- Strong organizational, written and verbal communication skills
- Recent and relevant accounting experience
- Exemplary analytical, quantitative and social skills
- Comfortable working in a changing and dynamic environment
- Commitment and abilities to meet critical business deadlines

If you are interested in being a part of the BoaVida team, please email your resume to **Danny@TheBoaVidaGroup.com**.