

STAFF ACCOUNTANT/FINANCE TEAM MEMBER LOS ANGELES LOCATION ONLY

Posted July 23, 2010.

POSITION DETAIL

JOB TITLE: Staff Accountant/Finance Team Member

DEPT. NAME: Finance

LOCATION: Los Angeles

REPORTS TO: VP, Finance

HOURS: Full-Time, 9:00am – 6:00pm

SUMMARY

The Jim Henson Company has remained an established leader in family entertainment for over 50 years and is recognized world-wide as an innovator in puppetry, animatronics and computer graphics. We are seeking a staff accountant primarily responsible for the revenue, collections, and cash application process for multiple entities within the Company. This position would also assist with some month-end closing procedures, as well as other duties such as miscellaneous bank reconciliations, and residuals and participations.

ESSENTIAL JOB FUNCTIONS

- Record all revenue for the Company in an accurate and timely manner; prepare and send all related invoices.
- Prepare deposits for the bank; input cash receipts in general ledger.
- Follow up and collect all outstanding receivables for the Company.
- Maintain receivable-related subsidiary ledgers.
- Review and maintain accounts receivable schedules and reports.
- Prepare account reconciliations and account analyses, including miscellaneous bank reconciliations.
- Assist with the month-end closing process and preparation of the financial statements and board package, assist supervisor and senior accountant with monthly closing tasks.
- Assist with year-end audits.
- Complete other projects and tasks, as assigned.

JOB REQUIREMENTS

- Bachelor's degree in Accounting and 1-2 years general accounting experience.
- Should be proficient in Microsoft Excel and Word.
- Familiarity with computerized accounting packages such as Great Plains.
- Entertainment experience is preferred, with some knowledge of residuals and participations a definite plus.
- Problem-solving, time-management, and follow-up skills are required.
- Candidates must be proactive with the ability to work independently in a fun and casual, yet fast-paced work environment.
- Excellent verbal and written communication skills are essential.
- Oodles of charm.

To apply please send resume and cover letter to:

jobpostings@henson.com

No phone calls, please.

The Jim Henson Company is an Equal Opportunity Employer.