

**JAMES CAMPBELL COMPANY**  
**Kapolei, HI**

**Position: Assistant Controller**  
**Job Type: Full-Time**

**Requirements:**

- Bachelor's degree in Accounting or equivalent from an accredited university.
- CPA certification.
- 5-7 years experience in public and private accounting required. Experience working in the real estate industry desirable.
- Understanding of GAAP and ability to perform independent technical accounting research and apply accounting principles.
- Proficient in Excel and other Microsoft applications required.
- Excellent written, verbal, and interpersonal skills.

**Responsibilities:**

- Actively manages the daily activities of the Accounting Department and develops the Accounting team.
- Contributes to the monthly, quarterly, and annual close process and assists with producing accurate and timely financial statements for internal and external users, for multiple entities.
- Coordinates and manages the year-end external Tax and GAAP financial statement audits.
- Preparation of ad-hoc management reports, as requested. Assists with P&L analysis on a period by period basis.
- Reviews cash forecasts and monitors cash requirements of multiple entities to determine the need for external debt borrowings.
- Maintains current knowledge of organizational policies and procedures and current accounting standards and ensures such information is well-documented.
- Participate in special projects, as assigned.
- Assists in development of internal controls policies and procedures.

**Qualified applicants should email your resume and salary requirements to [hr@jamescampbell.com](mailto:hr@jamescampbell.com).**

EOE AA M/F/Vet/Disability