

JAMES CAMPBELL COMPANY
Kapolei, HI

Position: General Accountant
Job Type: Full-Time

Requirements:

- College degree in accounting and minimum 5 years of accounting work experience.
- Knowledge of accounting systems.
- Proficient in Excel and other Microsoft applications required.
- Analytical and critical thinking skills.
- Excellent written, verbal, and interpersonal skills.

Responsibilities:

- Responsible for maintaining affiliated entity's accounting records, including accounts payable, accounts receivable, general ledger systems, financial statements, and external inquiries.
- Month-end closing, recording journal entries, and account reconciliations.
- Prepares monthly and annual general excise tax returns.
- Processes payroll and employee benefit payments.
- Performs similar and incidental duties and projects as required.

Qualified applicants should email your resume and salary requirements to hr@jamescampbell.com.

EOE AA M/F/Vet/Disability