

**JAMES CAMPBELL COMPANY
KAPOLEI, HI**

**Position: Accountant I
Job Type: Full-Time**

Requirements:

- College degree in accounting preferred.
- Minimum 4 years of accounting work experience with knowledge of accounting principles and systems.
- Proficiency in Microsoft Office programs: Excel, Word and Outlook.
- Excellent written, verbal, and interpersonal communication skills.

Responsibilities:

- Responsible for the maintenance of the books and records of one or more of the Company's affiliated corporations, single member LLC's or joint ventures.
- Assists with the maintenance of one or more of the Company's subsidiary accounting systems.
- Processes check run cycles on assigned dates.
- Responsible for Hawaii approval of assigned fee managed Properties on PAYSscan.
- Handles corporate legal invoices, assigned administrative and Hawaii properties for various projects which includes reviewing requests and opening new vendors for assigned projects.
- Prepares and records journal entries and maintains affiliated entities' accounting records.
- Prepares audit and tax return schedules.
- Monitors open items monthly, reviews monthly fee manager reports and reconciliations, and responds to problem situations as they arise.
- Performs similar and incidental duties as required.

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

EOE AA M/F/Vet/Disability