

## VISIONAL

# Staff Accountant

## OBJECTIVE

**Objective:** prepare and review financial documents, reports, and statements, oversee all accounting procedures (e.g. tax returns, month-end closures, budgeting) and advise on general financial matters

## WHAT WE ARE LOOKING FOR

Visualon is looking for a qualified staff accountant to keep our company and clients' numbers and budgets on track with unwavering accuracy. The most successful people will have a natural passion for math, and a strong understanding of the intricacies of assets, liabilities, profit and loss, tax liability, and other financial transactions within an organization. They will play an enormously important supportive role, keeping our company and clients' financial outlook bright with precision and proactive measures.

The staff accountant's responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, conducting internal audits, and maintaining accounts payable documentation. The ideal candidate should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP). An outstanding staff accountant should also have excellent communication, organizational, and analytical skills. Regularly they will be responsible for all daily accounting tasks, including payroll, preparing tax documents and updating expense files. They will perform financial transactions and post them in the general ledger, with strong attention to detail. They will also carry out relevant administrative duties (e.g. responding to clients via email and handling invoices).

## MORE ABOUT VISIONAL

Founded in 2014 by Kyle Means and Jim Steurnagel, Visualon is a production technology agency specializing in production, virtual, experiential, creative, and environmental solutions. Our goal is to develop ideas into cutting-edge visuals that you and your guests will love.

We help clients all over the world create unique visual experiences by combining cutting-edge video and lighting technology with years of expertise in visual engineering. We're friendly, energetic and driven to help our partners develop and execute incredible experiences for their clients. We thrive on building relationships and helping organizations deliver their message through creativity, technology, and collaboration.

**Be nice. Do good work.** That's our motto. Visualon gives you the industry-leading tools and the expert team you need to make your vision a reality. Corporate events, rock shows, interactive installations or brand activations — we're here to help every step of the way, from pre-production to load-out.

Visualon is headquartered in Atlanta, Georgia with offices in and Denver, Orlando, and Los Angeles. Further information is available at [wearevisualon.com](http://wearevisualon.com).

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## MORE ABOUT YOU

- Bachelor's degree in accounting, business accounting, or finance
- Familiarity with accounting and corporate finance principles and procedures
- Active pursuit of Certified Public Accountant (CPA) license
- Experience in audit accounting
- Knowledge of GAAP (generally accepted accounting principles in the U.S.) a plus
- Desire to continue to grow through continuing training
- A keen eye for detail
- Good communication and interpersonal skills
- Excellent customer service skills and professional manner
- High level of responsiveness
- The ability to work under pressure and adapt to changes
- Excellent technical analytical skills
- High standard of personal integrity & professionalism
- Outstanding organizational skills
- Reliable with a respect to confidentiality
- Self-driven, critical thinker who excels with time management and organizational skills
- Excellent written and verbal communications skills
- Experience collaborating with a multidisciplinary team remotely and cooperatively
- Ability to manage priorities, respecting timelines, and critical deadlines
- Ability to manage multiple projects in parallel
- The ability to work under pressure and adapt to changes
- Ability to think critically and be proactive at solving issues
- Excellent communicator to leadership
- Excellent phone and email etiquette
- A high standard of personal integrity & professionalism
- Receive feedback productively
- Valid Driver License
- Ability to pass criminal background check as well as credit check

## YOUR DAY-TO-DAY

- Maintain and update accounting records and files
- Analyze budgets and create expense reports
- Examine tax policies and handle tax payments and returns
- Post transactions and categorize records in the general ledger (e.g. by assets, liabilities and expenses)
- Reconcile bank statements
- Analyze transactions with internal and external stakeholders
- Conduct month-end and year-end closures
- Prepare documents for audits
- Apply new accounting policies and ensure compliance with rules and regulations
- Contributing to the development and review of annual operating budgets and performance projections
- Maintaining documentation for accounts payable, purchasing, expenses, and conduct internal audits
- Performing monthly balance sheet reconciliations
- Meeting processing and reporting deadlines
- Responding to information requests, reviewing financial statements, and assisting with audits
- Oversee employee paychecks
- Ensure payroll and tax documents are accurate
- Update general ledger and payroll files
- Prepare accounting files, records, and schedules
- Monitor paid and unpaid leaves
- Process overtime earnings or holiday deductions
- Resolve payroll problems (e.g. overlooked holidays, late payments, etc.)
- Process per diem payments in conjunction with project management
- Process expense reports, including audits, reimbursements, and reporting
- Ensure compliance with governmental laws on payroll accounting and taxes
- Assists in providing reports, schedules, and commentary with respects to operating maintenance accounts results and variances, and with the production of working capital, cash-flow reports, as well as applicable commentary
- Maintain and update records and reports for profit and loss, taxes, liabilities, and assets
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends
- Use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software and proprietary software in performing work assignments
- Prioritize in a time-crunched, fast-paced environment
- Project positive attitude while establishing effective professional relationships
- Communicate and work closely with project team both internally and client-side
- Team player mentality with a strong sense of purpose within the organization

## OUR OFFER TO YOU

- Base Salary
- Medical Insurance Plan
- Dental Insurance Plan
- Vision Insurance Plan
- Remote Work Flexibility
- 401K with matching contribution
- Profit Sharing Program
- Skills development activities and opportunities for career advancement
- Professional Development Reimbursement Program
- Personal Enrichment Program
- Work environment conducive to personal health and well-being

Those interested should send an e-mail with CV and letter of interest to [careers@wearevisional.com](mailto:careers@wearevisional.com).

Requisition # 22-003  
Availability Full Time  
Location Atlanta, Georgia, USA  
Denver, Colorado, USA