



## **Staff Accountant – Torrance, CA**

**Post Date:** 11/02/2018

**Employment:** Full-time

### **ABOUT US**

Are You Ready to Work for A Company That Provides Best of Class Enterprise Security Solutions?

Do You Strive for Excellence? Love a Rewarding Challenge? Have What It Takes to Provide Cutting Edge Technology Along with Unparalleled Customer Service? Love Working with a Great Team? If So, You Might Just Belong at Aurora!

Aurora Is A Cyber Security Firm Working with Mid to Large Enterprise Customers Nationwide with Ever Growing Cyber Security Needs. The Exponential Growth in Cyber Security Has Kept Us Busy and We're Looking for People Like You to Help Us Grow.

Our Core Competencies Include; Security Assessments, Encryption, Network Security, Endpoint Security, and Data Loss Prevention.

### **POSITION SUMMARY**

As a Staff Accountant at Aurora, You Will Be Responsible for Helping the Bookkeeper with The Following Tasks -

- Billing
- New Customer Set-up and Credit Review
- Accounts Receivable Follow-up and Collections
- Cash Receipts – Check Scans / Bank Deposits / Credit Cards / Bank Reconciliation
- Accounts Receivable / Accounts Payable
- Cost & Expense Analysis
- Processing Vendor Invoices
- Credit Card Statement and Ledger Reconciliations
- Check Runs
- Sales Rep Reporting
- Monthly & Quarterly Sales Tax Reporting
- Researching State Laws and Registering the Business in New States
- End of Year 1099 Processing

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#### **ADDRESS**

2510 W. 237th Street, Suite #202  
Torrance, CA 90505

#### **PHONE**

Main : (888) 282-0696  
Sales : (424) 203-7333  
Fax : (310) 530-8261

#### **ONLINE**

Web : [aurorait.com](http://aurorait.com)  
Email : [info@aurorait.com](mailto:info@aurorait.com)



# AURORA

- Administrative and Front-office Support As Needed
- Miscellaneous Projects & Reporting

## **REQUIRED SKILLS AND EXPERIENCE**

- Bachelor's Degree from An Accredited University
- Minimum of 2 Years of Bookkeeping Work Experience Preferred
- Strong Interpersonal Skills to Work Effectively with Employees, Vendors and Clients
- Detail Oriented and Highly Accurate with Numbers
- High level of Integrity
- Prior Experience Using Microsoft Office
- Experience with Sage 50 Preferred

## **COMPENSATION**

We Are Offering A Competitive Salary and Comprehensive Benefits Package That Includes Healthcare, Dental, Vision and PTO.

To Apply, please send resumes to [HR@aurorait.com](mailto:HR@aurorait.com)

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