



Make every communication count.

Mandel Communications, Inc.

Staff Accountant (3+ years)

Mandel is the global leader in technology-driven communication skills training.

We help organizations around the world discover new ways to help their people gain confidence, think through business issues, clarify ideas, captivate listeners and create tangible results.

Since 1983, we've revolutionized how individuals communicate across organizations of all sizes - Fortune 1000, fast-growth companies, and small to medium-sized businesses. Available in 14 languages and across 75 countries, our transformative skill-building approach is agile and easy to customize and deploy. Tap into our Think and Speak for Results® workshops and make a measurable and lasting impact within your organization.

We are Mandel. We're ready to help the people in your organization present, influence and collaborate more effectively and make every communication count. Begin at Mandel.com.

We are looking for a detail-oriented Staff Accountant to join our team. The responsibilities include maintaining financial records and preparing reports, performing account reconciliations, maintaining the general ledger, lead monthly close, assist with budget & forecast, general research and analysis, and maintaining accounts payable documentation. You will also be assisting management as needed and respond to information requests as well as performing other accounting duties as assigned.

To be successful, you should have a working knowledge of GAAP and financial analysis skills. Additionally, you should possess strong Excel skills, be detail-oriented, highly organized, be able to work with little to no supervision, and perform under pressure.

Desired Qualifications

- Bachelor's degree in accounting
- 3+ years of accounting experience
- Working knowledge of GAAP
- Strong financial analysis skills and detail oriented
- Great communication and organizational skills
- Proficiency in Microsoft Office, particularly with Excel
- Ability to work with little to no supervision

Day-to-Day Responsibilities

- Preparing journal entries, account reconciliations and assisting with monthly close
- Maintaining documentation for accounts payable and purchasing
- Performing monthly balance sheet reconciliations
- Responding to information requests
- Assisting the accounting manager as needed
- Preparing financial analyses and reports
- Assisting with preparing and monitoring budgets
- Maintaining and reconciling balance sheet and general ledger accounts
- Contributing to the development and maintenance of accounting procedures
- Perform monthly bank reconciliations
- Performing other accounting duties as required or assigned
- Ability to prioritize daily tasks and meet timely obligations with many clients
- Knowledge of accounting processes and procedures
- Excellent integrity when working with personal and sensitive information

How Mandel Works for You

We believe in the potential and power of our people. Your best work happens when you have a holistic life balance, and Mandel gives you the support and flexibility to make that happen. Mandel is committed to delivering a comprehensive benefits program that provides the support you need. At the time of this posting, this role is eligible to participate in the following benefits:

- Competitive compensation and benefits
- Comprehensive health insurance with HMO & PPO plans available
- Dental and vision plans
- Employer-paid life insurance, AD&D, short-term disability, and long-term disability
- 401(k) Retirement Savings Plan
- Generous Paid Time Off and 13 holidays per year
- Education benefit: You will get to work with and be trained by some of the best communications coaches on the planet as part of your employment with Mandel
- Work from home accommodations



Make every communication count.

Location: Mandel employees work remotely and in Mandel corporate offices in Capitola and San Ramon, California.

Mandel is an equal opportunity employer. We believe that diversity is integral to our success, and do not discriminate based on race, color, religion, age, or any other basis protected by law.

Interested candidates may reach out to Craig Fletcher (Chief Financial Officer) directly, contact details are below.

Craig Fletcher, CFO

+1.831.477.7859

accounting@mandel.com