



Staff Accountant

Signet Maritime has an immediate opening for a motivated and organized Staff Accountant to join our team. The Staff Accountant will be a detail-oriented, self-motivated and organized Accountant in the Houston office. This person will be responsible for account reconciliations, management reporting, research, and special projects. He or she will be experienced in hands-on support and related tasks. The individual will have ability to function efficiently and professionally in a fast-paced environment, sometimes under pressure, remaining flexible, and proactive.

Duties and Responsibilities

- Provide support, guidance, and oversight to the corporate accounts payable function
- Assist with month/quarter/year end close
- Monthly and quarterly taxes
- Monthly account reconciliations
- Export information from QuickBooks to create and maintain spreadsheets in Excel
- Research and resolve invoice discrepancies and issues
- Keep track of credits owed to company and ensure all credits are properly applied to vendor payments
- Daily cash reports
- Review financial accounting data for the company for accuracy, completeness, and adherence to GAAP
- AR/AP reports
- Credit Card Statements and entries (monthly)
- Accruals Month End
- Credit Applications
- Perform additional assignments as directed by the Accounting Supervisor
- Bank reconciliation (monthly)
- Utilization report (monthly)
- Process bi-weekly 401k upload
- Vendor communications as needed and other duties as assigned

Experience and Qualifications

- College degree; BBA in Accounting or Associates degree, Accounting or Finance with 1 to 2 years of related experience; Minimum GPA of 3.02.
- Microsoft Office Knowledge Required (Word, Excel, Outlook, Quick Books, Procurify)

Salary Range

The salary for this position is commensurate with experience and location. Signet Maritime Corporation provides a competitive compensation package; comprehensive benefits plan and lucrative 401(k) program.

Application instructions:

Interested applicants should e-mail their resume to Careers@SignetMaritime.com