

Are you a self-starter with great organizational skills and a positive attitude looking for a fun and exciting place to work with a great group of people? We are currently looking for a Staff Accountant. This is an outstanding opportunity with a small and rapidly growing local company located in the Rock Lititz community.

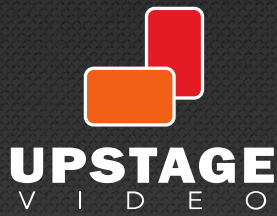
Please explain why you think you would be a good fit in a cover letter along with a copy of your resume and salary requirement to [Audrey@upstagevideo.com](mailto:Audrey@upstagevideo.com).

**Responsibilities:**

- Accounts Payable – entering invoices ensuring accuracy of invoices in QuickBooks software
- Obtaining and maintaining vendor files with required information, maintaining Excel spreadsheets
- Accurately entering and tracking credit card transactions on a regular basis into QuickBooks for multiple traveling employees and subcontractors, including identifying inaccuracies and job costing each transaction accurately for several simultaneous events
- Correctly calculate funds for all traveling employees
- Purchase Orders – track to ensure timely receipt of vendor invoices
- Accounts Receivable – emailing client deposit and final payment invoices
- Commissions – reconciling sales teams' commission sheets against actual job expenses
- HR – New hire orientations and paperwork, tracking PTO
- Sales Tax – calculating sales tax returns for several states
- Assist in various Accounting/HR/Administrative tasks and duties as needed.

**Qualifications:**

- Bachelor's degree in business, finance or accounting required
- 1-2 years office experience required
- QuickBooks experience a huge plus
- Outstanding math aptitude is necessary



- Strong computer skills with proficiency in Excel, Word and Outlook required
- Strong attention to details a MUST
- Ability to multi-task and prioritize many different projects at a time
- Should have capability to work independently and as part of a team
- Must have a strong work ethic with great sense of humor

Upstage Video would love to hear from you if you think you would be a good fit for this company and position. We understand our sustained growth and success is dependent upon the commitment and dedication of our team. We consider our employees to be our most valued asset. Upstage Video offers a casual dress code, competitive compensation, medical benefits and 401K plan. We invite you to find out more information about our company at [www.upstagevideo.com](http://www.upstagevideo.com).