



## Position: Senior Bookkeeper or Senior Advisory Accountant

### About RINA Accountants & Advisors

RINA is a full service California accounting and consulting firm with offices in Oakland, Walnut Creek, and San Francisco. Our practice is primarily devoted to serving closely held businesses and their owners. We also provide services to high net worth individuals and family groups as well as not-for-profit organizations. We have been in business for 75 years.

RINA plays an active role in elevating clients' attention above their day-to-day operations so that they can stay focused on long-term strategies for financial stability, profitability and sustainable growth. Along with the traditional accounting services, our talented team has developed an impressive array of proactive solutions to assist our clients in achieving their financial goals, personally as well as professionally. We are dedicated to serving our clients by our Firm Motto, "Your Future is Our Focus".

### About the Senior Bookkeeper or Senior Advisory Accountant Role

RINA Accountants & Advisors is growing its Client Advisory Services department. The person in this role will work directly with the head of the department to bring excellent client service to clients already engaged with RINA and to new clients as the department continues to grow.

This is a great opportunity to use your expertise to bring high value solutions to clients across industries, as well as to grow your skills and experience. The Senior Bookkeeper or Senior Advisory Accountant will work with a variety of clients. Communication and the ability to organize and prioritize one's own time are critical factors for success.

In this position you will work with clients to provide senior level bookkeeping or accounting services, prepare financial reporting, and work on special accounting or finance projects. This role will work across the team to onboard new clients; troubleshoot accounting problems; research answers to client questions or provide training to junior staff. You may be called upon to advise on accounting software, chart of accounts, or other related topics as they arise.

In this role you will spend time split across direct interaction with clients, internal team working sessions, and independent work. You may work from one of RINA's offices or work remotely. The successful Senior Bookkeeper or Senior Advisory Accountant will manage their own time, meet deliverables as agreed to, and communicate proactively if deliverables cannot be met timely.

RINA utilizes a team-based approach to serving its clients' accounting and finance needs. You will be a part of multiple engagement teams serving clients. You should expect to routinely collaborate in person or over video with your engagement teams (during Pacific time zone standard office hours).

Candidates should have a strong understanding of:

- General ledger and processing financial information
- Double entry accounting
- Financial statements

We are looking for someone who:

- Interfaces and communicates with clients professionally and clearly
- Manages one's own time to complete projects and deliverables across clients
- Demonstrates expertise through experience, education, and certifications

Routine activities may include:

- Process financial transactions in cloud and desktop accounting systems
- Prepare and reconcile bank and other accounts
- Produce accurate month end accounts
- Produce financial statements
- Support budget and forecast preparation
- Year-end accounting close procedures
- Manage purchase orders
- Interpret financial information to add value to our clients

**The person we are seeking should have the following background and experiences:**

### Education, training, and certifications

- Undergraduate degree in accounting, preferred
- Relevant certifications that demonstrate a commitment to accounting or bookkeeping continuous learning
- CPA, a plus

### Skills

- Fully versed in accounting fundamentals, including:
  - Generally Accepted Accounting Principles (GAAP),
  - Debits/credits,
  - Preparing journal entries,
  - Preparing schedules (e.g., depreciation, amortization)
  - Preparing financial statements
- Deep expertise in QuickBooks or Xero
- Working, hands-on knowledge of 2 or more accounting systems is a plus
- Excel - Advanced MS Excel skills including pivot tables and lookups
- Excellent communication skills
- An area of specialty (e.g., Payroll, A/P, Invoicing, etc.) is a plus
- Experience with property tax, sales tax, or 1099 preparation or processing is a plus

## Experience

- 5+ years of experience in either:
  - Bookkeeping or general accounting role
  - Corporate accounting role

## Characteristics

- Strong attention to detail and good analytical skills
- Continual learner
- Love working with numbers
- Love working directly with clients
- Excellent oral and written communication skills. Ability to distill and communicate complex ideas to internal and external stakeholders
- Self-starter with the ability to work with, manage and prioritize multiple deadlines

## Location

- San Francisco Bay Area, or
- Fully remote

## Compensation & benefits

This is a full-time position with benefits. Compensation will be based on experience, proven expertise (via certifications, academic degrees, or experience), and other factors related to skill or experience level.

Learn more about RINA's benefits: <https://www.rina.com/careers/>

## Why join RINA?

RINA is a mid-size, regional Accounting and Advisory firm that offers:

- **Strong company growth:** Continued growth across all practices, including Advisory Services
- **Focus on your career growth:** From written values to Partners's actions, we focus on our team
- **Visibility to leadership:** Mid-size, regional firm with access to Partners and leadership
- **International reach:** Client base of small to mid-size organizations that span the globe

Read more about RINA here:

- About [RINA and who RINA serves](#)
- About [RINA's Vision, Values, and Service Philosophy](#)

## How to apply

If this role posting was sent to you by someone at RINA Accountants & Advisors, contact that person directly, or:

Apply on the RINA website: <https://www.rina.com/careers/current-openings/>

*We look forward to hearing from you!*

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