



CLIPPER OIL

MARINE FUELS

POSITION DESCRIPTION

TITLE: Junior Staff Accountant

LOCATION: San Diego

Company Background

Clipper Oil is a worldwide wholesaler of marine fuels and lubricant oils specializing in supplying vessels throughout the Pacific Ocean. Operating internationally from our headquarters in San Diego, we also maintain offices in Singapore and American Samoa. Our clients include fishing fleets, ocean-going yachts, cruise ships, tugboats, cargo ships, container ships, military/government vessels, research vessels, power plants, service stations, etc. Established in 1985, Clipper Oil has been a proven supplier of quality fuels, lubricants and services to the maritime community for over 35 years, serving hundreds of ports worldwide.

Job Description

Clipper Oil is currently seeking a full-time, reliable, highly detailed oriented, confident, career driven individual to fill our Junior Staff Accountant position. This is a great position in a casual but hard-working office environment. We maintain a small, team-oriented and fast-paced office with shifting priorities and a team dedicated to the rewarding mission of our organization. We operate as a small business, so this position would be involved in many different aspects of our day-to-day operations. The candidate must have strong organizational and communication skills and display a high degree of professionalism with clients, suppliers, and co-workers.

Primary Responsibilities/Day-to-Day Duties include (but are not limited to):

- Accounts Payable, Accounts Receivable, online banking, credit card downloads
- Utilize QuickBooks on a daily basis including AJE's and report writing
- Perform professional accounting duties in the analysis, preparation, and maintenance of financial records and reports
- Perform regular audits to ensure timely, accurate, and consistent reporting of financial results
- Manage all physical inventory counts and identify, troubleshoot, and resolve inventory related problems
- Banking and Weekly Cash Flow Planning/Management
- Bank reconciliation with multiple accounts. Deposit checks and pay bills from multiple bank accounts
- EXPERIENCE WITH EXCEL IS MANDATORY. MUST BE VERY COMFORTABLE WITH EXCEL

Requirements/Skills to include:

- BS or BA degree in Accounting or Finance or Related Field
- Must have at least two years prior experience with Accounting and QuickBooks (or a similar software)
- STRONG proficiency in QuickBooks is preferred, but not required
- High level of analytical skills and VERY GOOD WITH NUMBERS
- Accounts Payable/Receivable and strong reconciliation skills
- Must be able to read, prepare and interpret financial statements
- Must understand complex principles and practices of accounting
- Strong work ethic; detail oriented, productive and dependable
- The ability to multi-task to achieve multiple goals and deadlines
- Self-starter able to prioritize and manage multiple projects and deadlines effectively
- Excellent organizational, communication, time-management and proofreading skills
- Excellent knowledge of all Microsoft Office applications (Word, Outlook, Excel, etc.)
- Experience using WhatsApp Messenger and Microsoft Dynamics 365 CRM is a plus
- Strong internet research and computer skills

Full-time benefit eligible position including medical and dental benefits.

Salary commensurate with experience.

Full background/credit check will be performed on final candidates prior to hiring.

Qualified candidates should send resumes to careers@clipperoil.com

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