Senior Accountant

Jazzercise, Inc. is hiring a Senior Accountant at our Carlsbad, California headquarters. The Senior Accountant is a full-time position responsible for Financial Statements, General Ledger Account Reconciliation, Purchasing, Coupon Management, and other projects as needed.

Responsibilities:

- Ensure accurate financial statements are generated and distributed timely
- Approve accounts payable vouchers and check distribution reports
- Approve journal entries
- Post daily transactions in accounting software system and close modules
- Ensure compliance with electronic data and document retention policy
- Manage purchase orders working closely with relevant departments
- Administer corporate coupon program
- Provide backup support to payroll, inventory, fixed assets, purchasing card program, sales & use tax

Qualifications:

- Bachelor's degree in Accounting or Finance is required
- 5+ years of professional and progressive accounting experience using automated accounting systems
- Accuracy, attention to detail, ability to multi-task and complete all work within given deadlines is required
- Strong analytical problem solving skills
- Demonstrated knowledge of general accounting principles/practices is required
- Demonstrated understanding of full accounting cycle including reporting
- Advanced knowledge of Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Experience troubleshooting business systems within an Accounting Dept., a plus

Join the world leader in dance fitness. We are a thriving corporation with over 40 years as a dynamic leader in the fitness industry. Jazzercise has over 8,000 franchised instructors worldwide. It is a multi-division company that includes Jazzercise Apparel, a complete line of fitness apparel, and JM DigitalWorks, an award-winning video production company.

The employee benefits package Jazzercise, Inc. provides is unparalleled and includes medical/dental/vision insurance options, as well as 401(k) and Profit Sharing. To learn more about Jazzercise, visit us at www.Jazzercise.com**.**

Interested applicants submit your resume and cover letter to: hr@jazzercise.com.

Jazzercise is an Equal Opportunity Employer.