



Pacific Studio is a nationally-recognized Museum Exhibit Design and Fabrication Company, dedicated to producing unforgettable experiences. We build value, function, and engagement into everything we make. Pacific Studio blends Old World craftsmanship with emerging technologies to produce unparalleled environments.

From hand-painted murals to fine woodworking and digital interactives, we set the bar for quality. With 100+ skilled technicians, 40,000 square feet of manufacturing space, 30 years of experience, and the highest standards in design, fabrication, and craftsmanship, we are dedicated to our craft and proud of our impeccable results.

Pacific Studio currently has an exciting opportunity for a talented and experienced **Sr. Staff Accountant** to join our team! The Sr Staff Accountant is responsible for successfully providing support in all finance and accounting areas, including month-end close, banking, payroll, budgeting, tax preparation, account reconciliations, and contract administration. The Sr. Staff Accountant is a team lead in the department and works with several departments throughout the organization. The ability to work collaboratively is vital.

### **Responsibilities**

- Perform account analysis, reconciliations, and journal entries as integral member of monthly closing process
- Review and reconcile balance sheet accounts
- Perform project analysis and margin review
- Maintain, administer, and execute Company's sales and use tax compliance in multiple states
- Prepare tax reporting, including periodic filings, payments, and registrations; resolve sales and use tax issues
- Develop and report daily/weekly/monthly Finance and Accounting metrics
- Determine and prepare revenue recognition entry in accordance with GAAP
- Assist in developing and documenting policies and procedures, including system requirements and internal controls
- Work with Controller to prepare, review, and analyze budget
- Support annual financial statement reviews by outside, independent accountants
- Help prepare documentation in support of Company's annual federal and state tax returns
- Monitor bank balance and reconcile bank accounts
- Review customer contracts and determine sales/use tax, bond, and insurance requirements
- Work closely with HR Generalist to determine payroll tax and prevailing wage requirements for new contracts
- Oversee business insurance renewals
- Maintain active bonds
- Maintain a positive and supportive work environment that encourages the sharing of information and ideas, situational awareness, and courtesy for all workers
- Participate in other projects as directed by Controller

### **Qualifications and Experience**

- Accounting degree or equivalent years of experience
- Advanced proficiency in Excel, including advanced financial modeling and analytical techniques
- Strong grasp of GAAP accounting and general accounting concepts
- Extensive ERP hands-on experience; EPICOR a plus
- Excellent analytical skills with strong focus on accuracy and attention to detail
- Strong communication skills and ability to interact with all departments
- Experience working with taxes in multiple states

- Previous work with project-based accounting in a fabrication environment

#### How to Apply

If interested in this position, please e-mail your resume to [careers@pacificstudio.com](mailto:careers@pacificstudio.com).

#### Join, Learn, and Have Fun

Pacific Studio provides a competitive benefits package and a culture that promotes employee performance and success. Benefits include generous medical, dental, and retirement options, three weeks of leave per year, and seven paid holidays.

*Pacific Studio is an equal opportunity employer, and we will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally-protected status recognized by federal, state, or local law.*