



## Senior Accountant

We are immediately seeking a Senior Accountant who has a solid foundation in Generally Accepted Accounting Principles (GAAP) and the ability to drive all aspects of the month end close process for an entrepreneurial business. In this position, you must be knowledgeable in accounting, while also loving data, handling difficult reconciliations, sniffing out problems and issues, hitting deadlines, and continuously seeking to improve processes and procedures. As a high-volume e-commerce company coupled with a (digital) publishing manufacturing environment, our accounting processes are fairly complex. The ideal candidate is extremely hands-on with strong accounting and financial reporting skills. This is an incredible opportunity for the right individual to contribute to the growth of an entrepreneurial business while receiving mentorship directly from the Vice President of Finance and Administration.

### RESPONSIBILITIES:

- **General Accounting (approximately 60% of time)** – Drive and produce the accurate and timely reporting of financial statements in accordance with GAAP. Utilize and seek to improve on all accounting policies, procedures, and internal controls. Roll-up-your-sleeves as part of a small team handling all accounting transactions, inclusive of preparing journal entries and balance sheet reconciliations. As we work with multiple systems (versus a centralized ERP), our accounting processes involve a lot of data organization, hygiene, and analysis so it is absolutely imperative that you have strong data analysis skills with meticulous attention to detail, along with the ability to troubleshoot problems quickly and attack any issues with a sense of urgency.
- **Accounts Payable (approximately 40% of time)** – Serve as the primary contact for all accounts payable activities such as:
  - Review and process a moderate volume of vendor invoices
  - Process weekly check runs
  - Set-up new vendor accounts
  - 1099 preparation
  - Tax documentation for domestic and international consultants/vendors

### QUALIFICATIONS:

- Senior Staff Accountant with 5+ years of proven success delivering quality work, making an impact, and hitting deadlines – strong accounting background required
- Undergraduate degree in Accounting, Finance, or other related field
- Active CA licensed CPA preferred
- Thorough knowledge and working experience with GAAP
- Accounting experience in a for-profit enterprise, preferably in a high-volume manufacturing, e-commerce or publishing environment





- Experience preparing and reporting financial results for key stakeholders in a timely manner
- Good written and verbal communication skills with strong interpersonal skills
- Extremely hard-working, impeccably organized, with keen attention-to-detail
- Working knowledge of QuickBooks
- Experience with complex business intelligence tools (Qlikview, Tableau, etc.) preferred
- Excellent experience exporting, merging and organizing various data sets
- Proficient in Excel, Word, and other Windows based applications (e.g., create pivot tables to manipulate large volumes of data in Excel, use “Vlookup” and other advanced formulas in Excel)
- Team player who can work effectively with other departments
- Desire to be in an entrepreneurial company where self-initiative, problem-solving and customer centricity are valued

Cognella offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to shape their position. If you've ever wanted to be part of a growing entrepreneurial business, this is your chance to really make a difference.

**Start Date:** Immediate

**Compensation:** Competitive salary, depending on experience. Cognella also provides a comprehensive and competitive benefits package (health, vision, dental, generous vacation, holiday, and sick time, 401K matching plan, and wellness and anniversary programs).

For consideration, please e-mail cover letter, resume, current (or most recent) compensation history, and compensation expectations to [careers-accounting@cognella.com](mailto:careers-accounting@cognella.com). All submissions will be held in confidence.

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