

TEMPORARY ACCOUNTING ASSISTANT

San Mateo, CA

Stottler Henke is searching for a **Temporary Accounting Assistant** to join our fast-paced and highly skilled organization for a duration of **six months**. The Accounting Assistant will report to the Accounting Manager in our San Mateo, CA office. We are seeking individuals with strong self-initiative and interest in working on a highly analytical team. This position will be hourly, 30 – 40 hours/week, without Employee Benefits. Compensation will be commensurate upon level of experience.

RESPONSIBILITIES INCLUDE:

- Weekly timesheet entry into accounting system
 - Full cycle Accounts Payable, including purchase orders, timely payment to vendors, check payment preparation
 - Auditing employee Expense Reports
 - Credit card reconciliation
 - Routinely answering employee and vendor inquiries
 - Policies compliance verification of completed Timesheets and Expense Reports
 - Annual Tax reporting: obtaining W-9s, preparing 1099s
 - Accounting clerical duties in support of daily General Ledger/AR/AP functions
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EDUCATION:

- Must possess at least a high school diploma
 - Strong preference for an Associate's degree or Bachelor's degree in Accounting and/or Finance
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ABILITIES & ATTRIBUTES:

- ***Required Abilities:***
 - Intermediate user of Microsoft Excel and Word
 - Ability to communicate effectively both internally and externally to various levels of the organization
 - Outstanding written and oral communication skills
 - ***Required Attributes:***
 - Excellent attention to detail and deadlines
 - Effective follow-up skills, eager to learn and be proactive on assignments
 - Excellent time management skills, ability to multi-task and prioritize work
 - Excellent teamwork and collaboration skills
 - Ability to work independently, exercise good judgment, and take on more responsibilities as required
 - ***Desired Attributes:***
 - Previous work experience in a start-up/small office environment
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Stottler Henke

Smarter Software Solutions

ABOUT STOTTLER HENKE

Founded in 1988, Stottler Henke Associates, Inc. is a 50-employee company that creates and applies artificial intelligence (AI) and other advanced software technologies to solve problems that defy solution using traditional approaches. At Stottler Henke, we take AI to be the mimicking of human thought processes to solve useful problems. We have spent decades studying human reasoning, intelligence, tactical decision-making, and deliberative planning and scheduling and how these thought processes can be encoded within software. Our software development process starts with looking at how human experts solve the problem when given plenty of time and resources. Then, we develop algorithms and software which automate these cognitive processes in real-time.

We develop intelligent software solutions for planning and scheduling, task and decision support, knowledge management and discovery, education and training, and autonomous systems. Stottler Henke combines its broad artificial intelligence expertise and technologies with skills in expert knowledge elicitation, requirements analysis, software and database design and implementation, data analysis and visualization, and user interface design to deliver innovative yet practical software solutions. Our technology consulting, feasibility studies, and rapid prototypes help companies identify and validate promising applications and approaches. Our software development, implementation, and technology transfer services ensure the successful deployment of effective, practical, long-term solutions.

In 2012, Stottler Henke, in a White House ceremony, was awarded the prestigious Tibbetts award, which honors small businesses for outstanding technical achievements and innovativeness. US Government agencies have designated ten Stottler Henke systems as Small Business Innovation Research (SBIR) success stories. Four Stottler Henke systems have been included in Spinoff, NASA's showcase of successful spinoff technologies. Stottler Henke was the subject of a NASA Hallmarks of Success video profile for its work developing and later commercializing advanced scheduling and training software systems. Stottler Henke received a "Brandon Hall Excellence in Learning" award for innovative technology. Stottler Henke was named one of the "Top 100" companies making a significant impact on the military training industry by Military Training Technology magazine for 2017 and twelve previous years and by MS&T Magazine as a 2018 Small Business of the Year finalist. Stottler Henke has received a Blue Ribbon from Military Training Technology magazine, recognizing it as a company that leads the industry in innovation. Stottler Henke is headquartered in San Mateo, CA and operates software development offices in Seattle, WA, Boston, MA, and Colorado Springs, CO.

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