



KMW STAFF ACCOUNTANT POSITION

Get in shape. Go home safe. Krav Maga Worldwide® (“KMW”), the leader in Krav Maga-based self-defense, fitness, and fighting, seeks a **part-time staff accountant** to join the KMW team at its headquarters located in Sherman Oaks.

The Company

KMW teaches the official self-defense system of the Israel Defense Forces, which emphasizes instinctive movements, practical techniques, and realistic training scenarios. KMW’s headquarters oversees its corporate-owned training centers, as well as licenses over 120 authorized KMW Official Training Centers™ across the world, and trains thousands of law enforcement and military personnel, together representing more than 800 government agencies and military forces throughout the United States.

Join an exciting and dynamic work environment committed to keeping people safe and fit. This is a great position for candidates looking for a flexible and fun career with potential full-time and advancement opportunities.

The Position

Part-time staff accountant position will be approximately 20 hours per week with a starting date of October 15, 2019. Will work at the company’s headquarters, and report to the Senior Accountant and/or President.

ESSENTIAL FUNCTIONS:

Cash Reconciliation

- Daily prepare training centers’ income and payment reports from previous day and record in accounting software.
- Daily prepare, record, and file cash/check deposits by 1:00 pm to ensure bank processes funds before close of business.
- Daily reconcile bank accounts (Operating, Payroll, Cash Receipts, and FSA) by 1:00 pm to ensure accurate, real-time accounting of company cash balances for short and long-term forecasting.

Payroll

- Assist Senior Accountant in transcribing payroll data into 3rd party payroll service software 2 days prior to each payday (typically the 5th and 20th of every month). (Timing of required assistance may vary depending on the unique circumstance of each payroll.)
- Enter payroll journal entries in accounting software within 7 calendar days of every payday (typically the 5th and 20th of every month).
- Organize and file all payroll documentation according to establish procedures.
- Maintain highest level of confidentiality and discretion.

Accounts Payable and Vendors

- Manage established process for accounting for AMEX charges and enter related monthly journal entry.
- Timely field, classify, and process Purchase Requisitions.
- Timely enter payables into accounting software.
- Regularly liaise with vendors to address inquiries, disputes and service quality issues.
- Review and correctly file vendor documentation and correspondence.
- Set up new approved vendors, and track and communicate to Senior Accountant status of vendor accounts.

Accounts Receivables

- Timely enter receivables for Licensing and Force Training departments in accounting software, following established procedures for processing and tracking LD and FTD invoices.
- Regularly enter and maintain journal entries in accounting software to recognize revenue for Licensing and Force Training courses.

OTHER DUTIES & RESPONSIBILITIES:

- Assist President on special projects as needed.
- Assist other divisions within the company, as may be necessary.
- Research and analyze accounting and financial issues.
- Comfortable working independently and in a team environment.
- Travel to local, corporate-owned training centers to physically assist with inventory controls.
- Deliver documentation and other light items between company locations and other destinations as the need arises.

REPORTING:

- Report to the Senior Accountant and the President.
- Regularly work with Operations Managers, Accounts Manager, and Merchandise Manager on various projects and tasks as needed.

QUALIFICATIONS/REQUIREMENTS:

- Highly proficient in Microsoft Office Suite (Word, Excel), QuickBooks, and other standard office applications.
- College degree or equivalent work experience (1-2 years Accounting, Finance, Business Economics, or related areas) preferred.
- Familiarity with GAAP.
- Ability to work with a minimum supervision while understanding the necessity for communicating and coordinating work efforts with other employees and departments.
- Adherence to deadlines and maintenance of regular attendance.
- Detail-oriented and organized.
- Self-starter, creative problem solver, and team player willing to collaborate on various projects.

- Due to the potentially sensitive and confidential data handled in this position, an employment background check required.

Other Info

- Compensation: \$20.00 per hour depending on qualifications and experience.
- Complimentary membership to corporate-owned training centers.
- Flexible work hours and fun colleagues!

If interested, please send cover letter and resume to humanresources@kravmaga.com, with email subject heading “**KMW STAFF ACCOUNTANT POSITION.**” Deadline to apply is **October 7, 2019.**

While we appreciate every applicant’s interest, only those under consideration will be contacted and no phone calls will be accepted.