



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES – Santa Barbara, CA

Accounting Specialist (Ref #1929-A)

Toyon is seeking an Accounting Specialist to handle various aspects of recording and reporting financial transactions. The Accounting Specialist may handle general ledger bookkeeping, payroll tasks, bank statement reconciliation, or accounts receivable and accounts payable. This position may also prepare relevant reports of certain financial activity and use critical thinking and accounting skills for problem solving.

EDUCATION/EXPERIENCE

- High school diploma
- Experience/understanding of general accounting systems
- Proficiency in Microsoft Office, with expertise in Excel and spreadsheets

DESIRED KNOWLEDGE/INTEREST

- Understanding of the basic principles of accounting, along with common accounting standards and office procedures.
- Comprehensive understanding of accounting software
- Computer applications related to the work – Microsoft Office (Proficient), Deltek GCS/Cost Point, Unanet, or equivalent Accounting System experience

DESIRED SKILLS

- Ability to prioritize and handle multiple tasks simultaneously, with attention to detail
- Good problem solving skills, capable of identifying ways to improve efficiency
- High level of interpersonal skills with others and comfortable interacting with all levels of management (internal and external)
- Willingness to listen and be able to work independently or with minimal supervision
- Strong customer focus with willingness to perform responsibilities outside of the job description
- Ability to handle confidential information/discretion must be used in releasing any information

U.S. Citizenship Required. Ability to qualify for a US Department of Defense security clearance required.

Please e-mail resume to:
employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability