

## Full Charge Bookkeeper

Location: West Los Angeles, CA

To apply please send your resume, with the **email subject of "Bookkeeper 2016"** to [careers@telescope.tv](mailto:careers@telescope.tv)

### Job Description

We are looking for a bright, well-rounded individual with bookkeeping experience for a full-time opportunity to assist in all matters of bookkeeping, AR/AP, and invoicing. The ideal candidate will be extremely organized, have a desire to learn more in an accounting function, and have strong attention to detail. Reporting to the Accounting Manager this is a great position to learn and grow with the company. Telescope is a small company which is expanding rapidly with huge potential to grow new skills and projects.

### Skills & Requirements

#### Preferred Qualifications & Personal Attributes

- 3+ years of bookkeeping and/or accounting experience
- Excellent communication skills, both written and verbal
- Excellent attention to detail and organization skills
- Ability to be very technically savvy and able to coordinate many different tasks
- Excellent Excel skills
- Team mentality and willing to help with any task
- Ability to maintain focus and calm during times of change in a fast-paced environment
- Bachelor's degree in Accounting, Finance, or related field
- General accounting knowledge with debits and credits
- Ability to properly create journal entries for payroll, benefits, 401k, parking stipend, etc.
- AP, AR, GL, balance sheet knowledge is a must
- Intacct GL system knowledge a plus

#### Job Responsibilities

Included, but not limited to:

- Assist Accounting Manager, COO, and CEO in daily tasks
- Handle all AP/AR matters
- Manage GL system inputs and administration
- Prepare timely and accurate reports
- Handle client care (phone and e-mail) as necessary.

## Perks

- Competitive compensation
- 16 paid days off per year
- Many national holidays paid per year with a paid company shutdown during December
- Comprehensive medical, dental, vision, life insurance, and 401k (up to 100% of 6%)
- Occasional catered lunch
- Free parking
- Paid cell phone coverage if on company plan
- Fully stocked kitchen with snacks, drinks, and Starbucks coffee
- Two holiday parties per year
- Casual work attire

## About Telescope

The work environment at Telescope is exciting, engaging, and constantly dynamic. We have major media clients who depend on us year over year to deliver amazing products and support their live TV vote shows. We also have close partnerships with social networks such as: Facebook, Twitter and Instagram to which we deliver fan engagement products.

Telescope Inc. has been responsible for the most successful television and live media participation shows in the last decade: *American Idol*, *The Voice*, *Dancing with the Stars*, *So You Think You Can Dance*, *AMA*, *VMA*. We also work with Coca Cola, NASA, Project Greenlight, and others. We create the software that handles all parts of the voting, and now we are going after social as well. We work with massive scale, big data, and cutting edge technology. Our technical environment is full of passionate employees who enjoy what they do every day.

**Telescope Inc. is an equal opportunity employer** which does **not** discriminate against: race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability, veterans, or any other protected class.

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