

## **Pramex International USA**

### **Job Posting**

**Title:** Junior Accounting Associate (Part or Full Time, flexible)

**Location:** San Francisco, CA

#### **Company Description:**

Pramex International is a French consulting firm dedicated to small & mid-sized companies and start-ups, with 120 employees in 15 countries.

In the United States, through offices in NY and SF, our Corporate Management department provides our French clients with financial and administrative services for their U.S. subsidiaries, including accounting, financial reporting, tax, payroll, HR, and administrative functions, as well as advisory services in connection with new subsidiary incorporation, and setting up and managing local operations.

In San Francisco, our talented team is ideally located in a WeWork office, between SOMA and Financial District. Our portfolio consists of a mix of French Tech Startups and French mid-sized companies with more traditional activities.

We are looking for a dynamic intern/accounting professional to join our team in San Francisco. Duties will include:

- Bookkeeping and maintaining the general ledger for a portfolio of clients
- Managing clients' accounts payable and accounts receivable, and monitoring the cash needs
- Setting up payroll account, Organizing, preparing and managing payroll with third party firms (Trinet, Paychex...)
- Preparing monthly, quarterly, and yearly closings, including reconciliations, journal entries and accruals
- Interacting with Federal, States and Cities Agencies and Administrations for tax and registration purpose
- Supporting clients and team in other administrative tasks
- Working with other team members, also based in NY on specific projects, including financial reporting, on-boarding and setup of new clients, etc.

#### **Pramex International Corp.**

East Coast Office: 1251 Avenue of the Americas, 3<sup>rd</sup> Floor – New York, NY 10020 – Phone 212 583 4920 – Fax 212 583 4929

West Coast Office: 535 Mission Street, 16<sup>th</sup> Floor – San Francisco, CA 94105 – Phone 415 429 2547

Headquarters : 55 avenue Kléber - 75116 Paris - France

Being a small team operating in a fast-paced environment with daily interactions with clients, we are looking for a team player able to multi-task and open to a broad scope of work.

**Profile and Requirements:**

- Bachelor degree preferred in accounting or related field
- Prior work experience at an accounting firm or in a small/mid-sized corporate setting
- Proficient in MS Office Suite and QuickBooks
- Knowledge of French language is a plus but not mandatory

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