



SENIOR ACCOUNTANT—PADI AMERICAS

PADI, the global leader in Ocean Exploration, is searching for a full-time, experienced **SR. ACCOUNTANT** in our Rancho Santa Margarita CA offices. PADI offers its employees a unique culture centered around an active lifestyle, fun and hardworking colleagues, interesting work, competitive salary and outstanding benefits. We are an amazing company searching for amazing people to join our team!

Hybrid work schedule in Rancho Santa Margarita CA.

Reporting to the VP of Finance & Operations, the Senior Accountant will assist with timely and accurate entry of accounting transaction data, production of accurate financial statements, provide variance analysis of operating/financial results and assist with special projects as needed. while working cross functionally with operations leaders.

What You Will Do

- Drive the month end close process.
- Assist the VP of Finance with preparation of special reports & projects as needed.
- Oversee all intercompany accounts ensuring alignment with the other offices.
- Assist in the annual budgeting and planning process.
- Monitor general ledger activity for accuracy and respond to changes deemed necessary.
- Prepare periodic financial reporting packages on a timely basis.
- Assist in preparing variance analyses, including cost/profit relationships.
- Understand legal entity organization structure to ensure proper accounting procedures are applied at a transactional level.
- Assist with external and internal audit requests, as needed.
- Ensure compliance with established accounting methods and systems used in operations.

What You Will Need To Be Successful:

- Demonstrated experience in financial analysis. Month End close process, preparing Journal Entries, Reconciliations and Roll forwards.
- Demonstrated skill to work independently to analyze situations, interpret data, define problems and/or objectives, identify relevant factors, and formulate logical conclusions.
- Experience using Excel to input and organize data, analyze data, and create accurate and informative tables, charts, graphs, and reports.
- Ability to work and communicate effectively with a variety of team members.
 - Skill to organize tasks, prioritize, and complete assignments when faced with heavy and diversified workload, deadlines, and demanding requests for service in an environment of frequent interruptions and/or distractions
 - Bachelor's degree in accounting or finance.
 - Minimum three to five (3-5) years of accounting experience.

- Advanced knowledge of Excel and reporting systems, experience with Tableau preferred.
- Demonstrated knowledge of GAAP accounting.
- Detail oriented and Hands-On individual
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

Founded in 1966, PADI has grown consistently through our 58 years in business, continually raising the bar for the industry we are all so passionate about. We know who we are as a company but never let that hold us back from reinventing ourselves and keeping our mission modern and relevant. One thing that stays consistent is our mission to be “The Way the World Learns to Dive”. PADI has certified over 30 million divers during our history, an achievement no other scuba diving agency can claim. We are committed to our purpose to Seek Adventure—Save The Ocean.

PADI strives to create a work environment that respects individual contribution while maintaining a strong team approach for successful execution of business objectives. The executive team believes in a work-life balance that enables employees to meet their personal and family needs with flexible hours and a robust benefits plan.

If this job sounds interesting to you and you meet these requirements described above, we'd like to get to know you! Please submit a resume to jobs@padi.com. To learn more about our company visit us at www.padi.com

Applicants must possess the permanent right to work in the United States.

PADI/Seek Adventure Save the Ocean

Please note that PADI collects personal information relating to its candidates for employment to manage the recruitment process. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. To view PADI's Privacy Notice please go to <https://www.padi.com/ccpa-notice>