



## FINANCIAL ACCOUNTANT

PADI, the global leader in Scuba Diver Training, is searching for a full-time FINANCIAL ACCOUNTANT at our corporate headquarters in Rancho Santa Margarita. 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!

Founded in 1966, PADI has grown consistently through our 52 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 certified our 25 millionth diver in 2016, an achievement no other scuba diving agency can claim.

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 an extensive benefits plan.

PADI has been voted an Orange County Top Workplace in 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016.

Reporting to the Director, Finance & Operations, the Financial Accountant will be responsible to provide analysis and review of the PADI Americas business and support the budgeting and forecasting processes, provide transactional support for Accounts Receivable, and own the intercompany accounts for all Americas entities. The duties of the position include:

- Utilizing Tableau, analyze the PADI Americas business to identify trends and anomalies and propose recommendations of improvement.
- Assist in the annual budgeting and quarterly forecasting processes.
- Manage and process the PADI Canada bi-monthly payroll and related tasks (401k funding, vacation liability reconciliation, etc.)
- Manage the eLearning revenue share distribution process for PADI Canada.
- Oversee all intercompany accounts ensuring alignment with the other offices.
- Provide transactional A/R support to PADI Americas.
- Foster a strong relationship with other operational departments within our division and with the other offices around the world.
- Other duties as assigned.

Our ideal candidate will have the following experience, demonstrated skills, and education to qualify for the role:

- Bachelor’s degree in Accounting.
- Minimum three years of work experience in Finance and/or Accounting.
- Advanced knowledge of Excel and reporting systems.
- Experience with Macola, Tableau and Crystal reports preferred.

- Appropriate knowledge of GAAP accounting.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all varying levels of management.
- Fluency in English is a requirement. Fluency in French is a plus.

PADI is an Equal Opportunity Employer. In addition to a 9/80 work week which provides all participating employees with every other Friday off; the company also offers robust benefit plans at little cost the employee, and a wellness program with rewards for participating employees. Among the highlights at our Orange County headquarters are multiple break rooms, including a large one with a pool table, a ping-pong table, vending machines and books for leisure reading. Recreational amenities include an on-site gym, half basketball court, an on-site swimming pool and shower-equipped locker rooms. Also offered onsite are PiYo and yoga classes. Our employees also benefit from generous time off and a 401(k) with match.

If this job sounds interesting to you and you meet these requirements described above we'd like to get to know you! Please submit your resume & salary requirements at [jobs@padi.com](mailto:jobs@padi.com). To learn more about our company visit us at [www.padi.com](http://www.padi.com). Applicants must possess the right to work in the United States.