



STAFF ACCOUNTANT JOB DESCRIPTION

DEPARTMENT: FINANCE	REPORTS TO: SR. ACCOUNTING MANAGER
JOB TYPE: EXEMPT	DATE POSTED: 9/05/2023

SUMMARY:

The Staff Accountant will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
- Reconciles various general ledger accounts monthly.
- Utilizes accounting system, billing system, spreadsheet, and presentation software.
- Assists in month-end closing process including preparation of specified accounting records for month end closing and analysis.
- Prepares journal entries with supporting documentation.
- Monitors and reviews accounting, and related system reports for completeness and accuracy.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Ensures accurate and timely completion of assigned tasks.
- Performs account research and analysis to determine trends, estimates, and significant changes.
- Maintains knowledge of acceptable accounting practices and procedures.
- Work both independently and as a member of the team to accomplish departmental goals
- Performs other related duties as assigned.

QUALIFICATIONS/SKILLS:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Ability to prioritize and plan work activities
- Completes tasks on time or notifies appropriate person with an alternate plan.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- Bachelor's degree (B.A.) in Accounting/Finance from four-year college or university and 1-3 years related experience and/or training
- Proficient in use of Microsoft Excel and other Microsoft Office products
- Certified Public Accountant license a plus or plans to pursue in the future