STAFF ACCOUNTANT

Job Description:

A **staff accountant** is a mid-level accounting position between junior accountant and senior accountant. At public accounting firms, staff accountant may be an entry-level position. Typical duties of a staff accountant include preparing journal entries and reconciliations. Staff accountants may also perform duties such as accounts payable and accounts receivable. Staff accountants are often responsible for receiving and reviewing reports and financial statement preparations by junior accountants. A corporate staff accountant typically reports to a controller or accounting manager.

Job Responsibilities:

* Manage financial reports, records, and accounts
* Conduct billing processes
* Participate in maintaining company financial records
* Organize and update financial records as needed (digital and physical)
* Analyze transactions and prepare reports
* Report errors or suspicious results to supervisor
* Maintain and update accounting records and files
* Analyze budgets and create expense reports
* Examine tax policies and handle tax payments and returns
* Meet with clients to discuss confidential accounting issues
* Post transactions and categorize records in the general ledger
* Reconcile bank statements
* Analyze transactions with internal and external stakeholders
* Conduct month-end and year-end closures
* Prepare documents for audits
* Advise clients on financial issues via email or phone
* Apply new accounting policies and ensure compliance with rules and regulations
* Report to the Accounting Manager and work to improve financial processes
* Gather and monitor financial data (i.e. sales revenues and liabilities)
* Preparing monthly, quarterly and annual statements (i.e. balance sheets, profit & loss statements)
* Forecast revenue and analyze profit margins
* Participate in ledger reconciliation and manage accounts payable/receivable
* Participate in budgeting processes
* Brief senior accountants on the company’s financial status
* Monitor bookkeeping activities
* Keep company financial information confidential
* Stay informed on industry developments and changes in regulations

Job Qualifications:

* Bachelors in Accounting, Finance, or related field
* Masters in Accounting, Finance, or related field preferred
* Certification in Public Accounting preferred
* Experience in accounting

Opportunities in finance accounting are available for applicants without experience in which more than one financial accountant is needed in an area such that an experienced financial accountant will be present to mentor.

Job Skills Required:

Thorough knowledge of accounting and financial procedures

Understanding of Generally Accepted Accounting Principles (GAAP)

Proficiency in accounting software

Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)

Strong analytical skills

Strong attention to detail

Integrity

Awareness of laws and regulations related to finance and accounting