

# **TITLE: Staff Accountant**

**FLSA: Exempt**

## **General Summary**

Responsible for the entry level financial recording and analysis of transactions for the organization. This includes daily accounting, monthly closing, journal entries, balance sheet reconciliations, budgeting, and financial analysis. Responsible for reconciling and verifying general ledger accounts, payroll, and banking activity. Works with other members of the organization to resolve discrepancies as necessary as well as creating process improvements where needed.

**Salary Range:** \$40,000 - \$80,000 depending upon experience and fit for position.

## **Principal Duties and Responsibilities**

1. Maintaining the billing system including generating invoices and credit memos.
2. Preparing financial statements, balance sheets, cash flow statements, and other reports to support management decisions.
3. Assisting with journal entries, accruals, reconciliations, and closing processes.
4. Supporting internal and external audits, ensuring adherence to GAAP and other financial regulations.
5. Assisting with payroll processing, tax filings, and maintaining accurate records for compliance.
6. Participating in budgeting, forecasting, and other financial analysis projects as needed.
7. Track and report key functional metrics to reduce expenses and improve effectiveness.
8. Partner with stakeholders to ensure clear requirements documentation.
9. Balance bank activity and resolve issues.
10. Participate in brainstorming sessions and cross-departmental meetings to ensure collaboration and cohesion.
11. Create processes and procedures to help the company meet budgetary goals as well as performance quotas.
12. Establish an effective and efficient work sequence.
13. Investigating and resolving any irregularities or inquiries.
14. Special projects and/or other duties as assigned.

## **Knowledge, Skills, and Abilities Required**

1. 5+ years of accounting experience. B.S. preferred but not required.
2. Understanding of GAAP, financial regulations, and internal controls.
3. Effective communication, time management, organization, and teamwork.
4. Ability to work well under limited supervision.
5. Strong attention to detail, problem-solving abilities, and accuracy in financial calculations.
6. Physical ability to lift and carry items weighing less than 20 pounds for less than 10 percent of work time.

7. Proficiency in accounting software (ERP systems), spreadsheets, and financial reporting tools as well as the MS office suite.
8. Able to work effectively in a fast-paced, high-intensity work environment.
9. Must be able to handle and maintain high level of confidentiality and be flexible and willing to perform other tasks as assigned.

## Working Conditions

1. Work in a clean, well-lit climate-controlled office for 8 hours a day.
2. Working at a desktop computer for extended amount of time up to 8 hours a day.
3. Working close to other people, such as when sharing office space.
4. Have a high level of social contact. Work closely with executives and other office staff.
5. There is a warehouse and manufacturing area that require specific PPE prior to entering. No access granted to these areas unless proper posted safety procedures are followed.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Essential Functions	
<i>Essential Function</i>	<i>% TIME</i>
Financial statements and other reports supporting management decisions	30%
Enter journal entries, accruals, reconciliations, and closing processes	30%
Budgeting, forecasting, and other financial analysis projects as needed	10%
Payroll processing, tax filings, and maintaining accurate records for compliance	10%
Support internal & external audits	5%
Analyze, initiate and implement best practices and procedures in the accounting department.	10%
Balance banking activity and transactions	5%

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				<20 lbs.
Pushing		X				<20 lbs.
Pulling		X				<20 lbs.
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling		X				
Grasping		X				
Feeling		X				
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

## Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions	X				
Vibration		X			

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*