

Staff Accountant Job Description

I/ Job Information of Staff Accountant

1. Job title: Staff Accountant
2. Report to: Controller or CFO
3. Compensation: Determined based on experience
4. Work attire: Business casual
5. Employee type: Full-time and Part-time positions

Description

Staff accountants will assist with month-end and year-end close process, payroll processing, bank reconciliations, accounts payable and accounts receivable and assist with postings to the general ledger.

II/ Key Job Tasks of Financial Control

- Help process month-end and year-end close process.
- Reconcile balance sheet accounts to general ledger.
- Post month end journal entries.
- Provide monthly reports comparing actual results with budgeted projections and writing budget variance notes.
- Assist in the process of developing budgets.
- Support all day-to-day accounting functions.
- Payroll processing.
- Bank reconciliations.
- Process account payables vouchers and deposit accounts receivable checks.

III / Job Requirements

- Associate's degree in accounting or finance.
- Must be detailed orientated.
- Proficiency in Excel, Word, Quickbooks and multiple accounting software packages a plus.
- Work requires willingness to work flexible schedule.
- Maintain effective working relationships with company's external partners.
- Excellent communication skills and analytical skills.