

**Title: Staff Accountant****Date Last Modified: Nov 2021**

<b>Department:</b>	G&A	<b>Classification</b>	Exempt
<b>Supervisor:</b>	Controller	<b>Grade:</b>	P
<b>Status:</b>	Full Time	<b>EEO Group:</b>	

**Position Objective:**

Performs a variety of detailed accounting duties in accordance to standard accounting procedures, concepts and practice including but not limited to maintaining the general ledger, reviewing financial statements, preparing financial reports, assisting with audits and budgeting processes, and reconciling accounts.

**Essential Functions and Responsibilities:**

- Actively participates in promoting, supporting and enhancing our Core Purpose, Core Values and Company Culture
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Fully embraces Great Game of Business (“GGOB”), Scaling Up and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue (if applicable), expenses, and cash goals
- Handles special projects upon request
- Other duties as assigned

**Accounting:**

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Ensuring compliance with GAAP.
- Assisting the Controller as needed.
- Records and manages all aspects of Accounts Receivable process
- Supports Accounts payable in transactional overflow
- Identifies and helps implement continuous improvement processes

**Essential Qualifications - Education, Experience, Skills:**

- Bachelor's degree in accounting or finance required.
- 2+ years of accounting experience.
- Fully embraces
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail oriented.

**Core Values:**

- OUR Team – ONE Company
- We Honor our Commitments
- We have the RIGHT Conversations
- Our Customer's Success is Our Success

**Physical Demands:**

- Computer keying repetitive motions
- Possible eye strain
- Support for CEO and others, sometimes requiring extra hours
- Minimal travel required
- Possible eye strain
- Minimal travel required

## PHYSICAL ACTIVITY CHART – Staff Accountant

<b>ACTIVITY</b>	<b>OCCASIONALLY REQUIRED</b>	<b>FREQUENTLY REQUIRED</b>	<b>List JOB RESPONSIBILITIES that require physical demands checked</b>
Standing	X		Copying, faxing.
Walking	X		In office resolving vendor and accounting issues
Sitting		X	All duties
Lifting			
Carrying	X		Office supplies
Pushing			
Pulling			
Climbing			
Balancing			
Stooping			
Kneeling			
Crouching			
Crawling			
Reaching			
Handling			
Feeling			
Speaking		X	Interaction with employees, vendors
Hearing		X	Speaking with employees, vendors
Seeing		X	Computer work, forms, reports
Depth Perception			
Color Vision			
Repetitive Motion		X	Keying and clicking mouse for computer