



Job Description

Position Title	Department	Reports to
Staff Accountant	Finance	Accounting Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	October 2019

POSITION SUMMARY

The Staff Accountant will perform Accounts Receivable, Accounts Payable, various financial reporting and analysis, and will be an integral part of the Month End close process. We are looking for a detail oriented self-starter who is ready to hit the ground running and grow with us.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Accounts Payable
- Accounts Receivable/Collections
- Payroll
- Account analysis and reconciliation

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's Degree in Accounting or Finance required
- 3+ years experience in Accounting or related field
- Proficient in Word and Excel
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Able to read and understand technical forms and financial reports
- Willingness to establish and maintain effective working relationships

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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