

## Job Description

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Job Title: Staff Accountant

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Status: Non-Exempt

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Reports to: Assistant Controller

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Summary: To support the General Manager and Assistant Controller. Prepares and analyzes financial information and reports by performing the following:

- Compiles and analyzes financial information to prepare entries to General Ledger accounts, and documenting/researching business transactions.
- Reviews, investigates and corrects errors in inconsistencies in financial entries, documents, and reports.
- Collects appropriate data and prepares federal, state and local reports and tax returns.
- Experience with procurement card programs
- Completes bank reconciliations.
- Reconciles and balances accounts.
- Assists in the preparation of balance sheet, profit and loss statements, and other reports summarizing and interpreting current and projected company financial position.
- Assist with internal audit functions to document and refine processes.
- Assists with annual budget preparation.
- Assist with tracking fixed assets.

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**Education/Skill Requirements:**

- Bachelors Degree in Accounting
  - Three Years Experience: financial reporting, general ledger, and account reconciliation.
  - Advanced Excel Skills
  - Accounting /General Ledger Software
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