

## Job Description



<b>Division/Department</b>	Accounting		
<b>Position Title</b>	Staff Accountant		
<b>Reports To Title</b>	Senior Staff Accountant		
<b>*Full Time Pay Class</b>	<b>Exempt</b>	SL/SB, Exemption:	X <b>Non-Exempt</b>

\*PT Roles default to Non-Exempt, Hourly

### POSITION OVERVIEW

The Staff Accountant is responsible for accounts payable processing and assisting with all monthly accounting functions, including reconciliation of general ledger accounts, journal entries, adjusting entries and assisting in the production of consolidated monthly financial statements. The Staff Accountant works closely with the Senior Staff Accountant and Vice President of Accounting and Finance to provide needed Accounting services for the company.

### RESPONSIBILITIES

#### Essential Job Functions

- Responsible for all accounts payable processing including matching invoices to purchase orders and packing slips, posting to accounting software, and preparing checks and related payments. Assists all internal departments with purchase order request system(s).
- Assists with reconciliation of balance sheet accounts, including banking transactions and conducting regular ledger maintenance
- Assists with journal entries to record all necessary transactions required to ensure accuracy and proper classification of accounting data for financial reporting
- Assists with Generally Accepted Accounting Principles (GAAP) compliance
- Assists with the preparation of accounting and financial documents
- Assists with product pricing updates, and tracking and monitoring of inventory for accuracy and reporting
- Assists with audit preparations including compiling backup documents
- Completes special projects as requested by supervisor, including assisting with accounting software conversions and/or updates, as needed

#### Additional Duties

- May provide input into accounting department's goal-setting process
- May assist with the screening and selection process for new accounting openings
- Performs additional accounting-related functions as needed

### REQUIREMENTS

- Able to successfully learn and perform essential functions of position as outlined above
- Bachelor's Degree in Accounting preferred
- 2-4 years of experience in Accounting
- Knowledge of basic accounting procedures, including familiarity with GAAP
- Experience with general ledger functions and the month-end/year-end close process
- Microsoft Dynamics Great Plains software experience
- Good computer skills, experience with G Suite and MS Office applications, proficiency in MS Excel
- Experience with Workday accounting functions a plus

- Strong organization skills and detail oriented
- Good analytical and problem solving skills
- Good verbal and written communication skills, responsive and communicative with team members and others within the company
- Collaborative individual able to function effectively within the larger team
- Understanding of financial application security, ensuring that all financial data is secure and compliant with confidentiality policies
- Strong, independent and ethical decision-making ability

<b>Date Reviewed</b>		
<b>Employee Name/Signature</b>		
<b>Manager Name/Signature</b>		