



JOB DESCRIPTION

Job Title: Staff Accountant

Reports to: Accounting Manager

Department: Accounting

FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL FUNCTIONS:

Responsible for full-cycle accounts payable including matching documents, approving invoices, issuing checks and recording payments. Handle the resolution of account discrepancies and procedural inquiries. Process all vendor payments, expense reports, credit card payments, check runs and daily cash transfers. Collaborate effectively with people in all departments and at all levels within the organization.

SPECIFIC DUTIES, ACTIVITIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Process Accounts Payable; maintain A/P records.
- Route invoices for approval as necessary; resolve issues with employees and vendors.
- Maintain Vendor Records; assess Use and Sales Tax.
- Maintain W-9 records.
- Prepare check runs, wire transfers, AP-related journal entries, and ACH transactions.
- Prepare basic monthly journal entries.
- Assist with audits.
- Assist in month-end closing.
- Strive to suggest and implement ways to improve departmental and organizational performance.
- Assist in other accounting functions as needed.
- Prepare 1099s when required and maintain compliance.

POSITION REQUIREMENTS:

Education and Experience:

- High School Diploma required; college-level accounting course work a plus.
- Minimum three years prior accounts payable work experience.

Knowledge and Skills:

- Hands-on approach and “can do” attitude.
- Solid Excel skills; proficient with other Microsoft Office programs.
- Knowledge of commonly-used accounting concepts, practices and procedures.
- Experience using accounting software (NetSuite or Oracle experience desired).
- Detail orientation with a focus on accuracy.
- Strong multitasking and time management skills.
- Solid interpersonal, team, and customer service skills.
- Superior verbal and written communications skills.

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the responsibilities of the job, the employee is required to see, hear, talk, and use hands and fingers to handle or feel. The employee is required to sit for prolonged periods. Specific vision abilities required include close vision and the ability to adjust focus. The job is performed in an office setting where the noise level is typically low.

Approvals:

Employee Signature

Date

Employee Name (Print)

Manager Signature

Date

Manager Name (Print)