

Job Title: Staff Accountant

Summary: The Staff Accounting position responsibilities include Treasury management, Account reconciliations, Monthend close and Accounts Payable. This position will be responsible for journal entries and account reconciliations related to the month end close and ensuring they are made in the accordance with GAAP. This position will also be responsible for managing cash requirements and Accounts Payables.

Essential Duties and Responsibilities

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Manage the Accounts Payable Function. Ensure invoices are processed timely and accurately. Review contracts and terms to ensure future payments are all recorded.
- Create weekly cash flow reports for the management of cash.
- Assist in Creating Accounting policies and procedures for accounting functions including T&E, Fixed Assets, Accounts Payable, Accounts Receivable
- Prepare monthly journal entries and account reconciliations.
- Provide accounting research, to ensure transactions are recorded in the accordance of GAAP. This includes new business ventures and reviewing current Accounting policies.
- Support the Finance department on account research and financial reporting.
- Support legal, tax and state compliance requirements.

Minimum Qualifications

Education: BA/BS in Business with an emphasis in Accounting. CPA(or CPA candidate) not required but a strong plus.

Experience and Skills:

- 2-3 years' experience in General Accounting/Accounts Payable
- Knowledge of Financial Statements, Accounts Payable and Accounting Principles (GAAP)
- Knowledge of automated financial and accounting reporting systems.