

## **Staff Accountant**

**Department(s)** Administration

**Reports to** Vice President of Finance

### **Job summary**

In this role, the Staff Accountant must have keen attention to detail, be a proactive self-starter and possess great organizational skills. Provide accounting, financial, and analytical support to team. Deliver insights for leadership by providing reports and analyses accurately and timely. Set goals and objectives with VP of Finance that align with the organization's strategies. Takes ownership in moving beyond the monthly tasks to strengthen skills through ongoing development and training opportunities.

### **Summary of essential job functions**

- Full cycle accounts payable utilizing AP automation
- Handles vendor correspondence, investigates and resolves discrepancies.
- Manage T&E and reconcile employee credit cards
- Sales & use tax analysis and state filings
- Creates Purchase Orders upon request
- Crosstrain on A/R- Review contract terms and schedules to determine appropriate billing events, timing, and revenue treatment, ensuring alignment with internal policies and accounting standards
- Month-end and year-end close processes
- Unbilled/Deferred Revenue Analysis
- Report writing in Sage Intacct
- Accounting projects as assigned
- Develop and present SOP's

### **Required Competencies & Experience**

- Bachelor's Degree in Accounting or Finance
- 5+ years prior General Accounting experience
- Percent complete revenue recognition
- Sage Intacct Software experience
- Advanced excel skills
- Sage Intacct ICRW experience a plus
- Professional verbal, written, and interpersonal communication skills

### **Abilities required**

Accounting, Reading, English Speaking

Cognitive or Mental Requirements of the Job: Employee must be able to see and hear, read and write. Requires adaptability, analyzing, assessing, calculating, decision making, dependability, good judgment, reading, memorizing, social skills, speaking, stress control, writing.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed