**Job Description**

**Job Title:** Staff Accountant

**Reports To:** CFO

**Prepared:** 06/07/2018

**Purpose/General Description:**

The Staff Accountant is responsible for assisting with the preparation of monthly financial statements by performing general bookkeeping functions and assisting the CFO, Senior Accountant and Director of Finance with day-to-day accounting needs to include both internal and external reporting requirements.

**Primary Duties and Responsibilities:**

* Monitor accounts receivable balances daily to ensure accounts are current; contacts customers to collect past due accounts; generate and deliver customer statements weekly; collaborate with customer service representatives to generate and submit timely and accurate customer invoices
* Accurately calculate sales taxes for multiple states and file the state sales tax reports and payments with the states on a timely basis each month
* Analyze, verify and prepare data for input into the G/L system while maintaining records and files
* Assist in the completion and/or review of monthly financial statements
* Reconciles balance sheet accounts and credit card statements monthly
* Answers accounting and financial questions by researching and interpreting data
* Calculates the monthly sales commissions
* Assists in cross-training other accounting team members in the daily functions and requirements of accounts receivable processing
* Recommend new processes and procedures for review and approval of upper management that provide solutions and take advantage of continuous improvement opportunities
* Ensure confidentiality and protect the integrity of financials through process documentation and control, knowledge of GAAP and following internal control procedures
* Evaluate current accounting functions and/or processes for continual gains in efficiency or overall improvement

**Minimum Requirements:**

* Bachelor’s Degree in Accounting
* Excellent analytical skills with a sound understanding of accounting principles and internal controls
* Proficiency in all Microsoft Office Applications with intermediate Microsoft Excel skills
* Five years’ experience in the accounting field- preferably with one to three years of public accounting
* Knowledge of state and federal tax form processes and how to accurately properly prepare forms for each
* Demonstrated ability to work in a team and actively contribute to the success of the team
* Continuous improvement mindset with strong organizational and communication skills

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**ACKNOWLEDGED & AGREED TO APPROVED BY**

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**DATE DATE**