



**JOB TITLE:** Staff Accountant

**DEPARTMENT:** Finance

**REPORTS TO:** Controller

**EFFECTIVE DATE:** 09/01/19

**SUMMARY:** The Staff Accountant is responsible for supporting the Finance Team in all areas of Accounting, Finance and the business. This position is responsible for supporting the month end and annual close, and annual audits. This position will have primary responsibility over Accounts Payable, Accounts Receivable, Cash Reporting Fixed Assets, and Property Tracking.

**DUTIES AND RESPONSIBILITIES:**

Work with the Finance Team to perform the following:

- Accounts Payable:
  - Process vendor invoices and expense reports
  - Prepare and process checks and electronic payments
  - Monitor vendor accounts to ensure payments are up to date
  - Research and resolve invoice variances, discrepancies, and issues
  - Correspond with vendors and respond to inquiries
  - Reconcile the Accounts Payable ledger to ensure that all invoices and payments are accounted for and properly posted
- Accounts Receivable:
  - Process accounts and incoming payments in compliance with financial policies and procedures
  - Perform day to day financial transactions, including verifying, classifying, computing, posting and recording Accounts Receivable data
  - Prepare bills, invoices and bank deposits
  - Reconcile the Accounts Receivable ledger to ensure that all invoices and receipts are accounted for and properly posted
  - Resolve clients' billing issues
  - Facilitate payment of invoices due by sending bill reminders and contacting clients
- Cash Reporting:
  - Daily review of Cash balances and activity
  - Prepare periodic Cash and Investment reports
  - Support preparation of bi-weekly Cash forecast
  - Support monthly bank reconciliation efforts
- Fixed Assets and Property Tracking:
  - Maintain Fixed Asset and Property Tracking ledgers and systems
  - Monitor and update Fixed Asset and Property Tracking information
  - Prepare periodic Fixed Asset and Property Tracking reports
- Support of monthly and annual financial close and audit; assist in the preparation of weekly and monthly financial reports and maintaining the General Ledger
- Evaluate and improve process documentation
- Interface with other Company department personnel on cross functional teams

- Support the overall business operations to meet Company goals
- Back-up month-end duties assigned to other staff
- Other related duties as assigned by management

#### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities

#### **QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university, and three (3) years of related experience and/or training. A strong aptitude for financial systems in a manufacturing and related accounting operations a plus
- Ability to work in a fast paced, busy office while staying focused on deadlines and goal completion
- Intermediate to Expert level Excel skills and excellent communication skills
- Ability to work on cross functional teams and understand business processes

#### **COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Cost Consciousness** - Looks for cost savings opportunities; Conserves organizational resources.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS:**

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 duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally crouch, stoop, or reach. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*