

Job Title: Staff Accountant

Type: Exempt

Pay: Salary

Reports to: CFO

Position Summary

The Staff Accountant performs a range of general accounting and financial functions including but not limited to payroll, assisting the CFO and other Staff with and/or performing timely monthly and yearly closings, account analysis and reconciliations, payroll and sales tax preparations, budgets, audits and the preparation of supporting financial reports ensuring compliance with GAAP standards and other regulatory requirements.

Primary Responsibilities

- Prepare and complete journal entries and general ledger operations
- Assist CFO with and/or perform monthly closings and preparation of monthly financial statements
- Entering bills and credit memo's, receiving and invoicing
- Accounts Receivable
- Accounts Payable
- Payment Receipt and bank deposits
- Prepare analysis of accounts or supplemental financial data as requested
- Assist CFO in preparing budgets and forecasts when necessary
- Balance Sheet Account and bank reconciliations as needed
- Assist with the preparation and coordination of audits
- Assist with or prepare necessary tax computations and returns
- Preparation of payroll, taxes and Liabilities
- Working with Inventory Control as needed
- Any other duties as assigned

Physical Requirements

- Ability to hear – communication via telephone and in person
- Ability to speak – communication via telephone

Education/Qualifications

- Minimum of two year experience in Payroll and/or Corporate Accounting preferred
- Bachelor's Degree in Business Administration, Accounting, or Finance
- Strong communication, organizational and planning skills required
- High level of proficiency in Microsoft Office required
- QuickBooks Accounting software and or Global Shop Solutions experience preferred
- High level of attention to detail and accuracy
- Ability to make objective decisions and prioritize multiple projects
- Knowledge of the principles and practices of GAAP
- The ability to work independently and as part of a team with a high degree of enthusiasm, professionalism, and motivation

Supervisory Requirements

- None