



## Job Description: Staff Accountant

<b>Title:</b> Staff Accountant	<b>Location:</b> 425
<b>Employment Type:</b> Full-time	<b>Department:</b> 117 - Admin
<b>Classification:</b> Exempt	<b>Reporting to:</b> CFO
<b>Created Date:</b> 03-01-2018	<b>Version:</b> 1

### Position Summary

The Staff Accountant is responsible for achieving and maintaining integrity on the balance sheet. This is accomplished by performing balance sheet reconciliations or ensuring that they are completed by others in a timely fashion and in accordance with GAAP. This associate is also responsible for maintaining accurate fixed asset records for the company. The Staff Accountant will also participate in the monthly close process and in daily accounting and operational processes as necessary. This associate must be detail-oriented and demand accuracy. This associate is expected to have the technical skills necessary to identify areas where change in accounting or process are necessary and communicate or execute the necessary change. The Staff Accountant will participate in various projects as a subject matter expert in accounting policy and practice, internal controls, and finance process flows.

### Essential Job Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Monitor and analyze the balance sheet to ensure integrity and compliance with GAAP
- Perform balance sheet reconciliations and monitor completion of reconciliations of accounts owned by others
- Ensure timely and accurate recording of fixed asset purchases, disposals, and depreciation as well as reconciliation of all fixed asset accounts. Become the Great Plains subject matter expert related to fixed assets
- Drive process improvement and foster a process improvement mindset
- Be a subject matter expert related to accounting policy and procedures, internal controls and finance process flows. Author accounting policies as necessary
- Ensure data integrity in areas of responsibility
- Performs other duties and tasks, as assigned.

### Core Competencies

- Functional expertise in accounting and GAAP
- Fixed Asset knowledge
- Data integrity
- Influencing/Mentoring Skills
- Communication Proficiency
- Process Improvement
- Problem Solving/Analysis
- Ethical Conduct
- Attention to Detail

### Supervisory Responsibility:

This position will not directly supervise however, influencing skills are essential; must have leadership potential to move to higher finance roles.

### Experience & Skill Requirements:

*To perform this job successfully, an individual must be able to perform each essential duty to company standards. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's or Master's degree in accounting; CPA or pursuing CPA desired
- One to three years of related work experience; public accounting experience preferred
- Strong interpersonal skills; written and oral communication, teamwork, diplomacy
- Accuracy and attention to detail with the ability to recognize problems and recommend solutions
- Proficiency in Microsoft Office required; Microsoft Dynamics Great Plains experience desirable
- Project management skills and a process improvement mindset
- Professional work ethic with a high level of initiative and self-motivation

### 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.*

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



**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.*

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work**

This is a full-time position, with a minimum expectation of 40 hours per week. Hours are somewhat flexible, and some late evenings may be required.

**Travel:**

There is no anticipated overnight travel for this position. Travel to company locations may be required.

**General Requirements & Expectations:**

- Maintain strict confidentiality regarding all computer, security, operational and financial matters.
- Participation in education and training programs from within and outside the company is expected.
- Execution and adherence to Company compliance and policy guidelines.
- All employees must pass a background check upon being hired
- All employees are subject to a drug test upon being hired.
- All employees will be put into our random drug testing program during their tenure at Schroeder Moving Systems.

**Employee Statement of Understanding**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_