

## **Sargento Foods Inc Job Description**

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared by:** Marty Auchter  
**Prepared Date:** 1/3/2018  
**Approved By:** Jeremy Behler  
**Approval Date:**

### **SUMMARY**

Responsible for performing analysis, reconciliations and journal entries to ensure the timely and accurate preparation of actual and budgeted financial statements for internal reporting purposes. Provides financial analytical support to management and clients in an accurate and highly confidential customer-focused manner. This part time position reports to the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### Monthly Financial Statement Responsibilities

- Prepare and update the monthly financial statements through the use of Quickbooks.
  - Analyze monthly financial results vs. budget and prior periods while providing key driver explanations to variances.
  - Process day to day bookkeeping and bill-paying for internal and external clients.
  - Coordinate with third party service providers as needed.
- Prepare purchase orders., process invoices and prepare checks or electronic funds transfers.
- Review the accuracy and consistency of the financial reporting package against general ledger.

#### Analysis/Reconciliations

- Reconcile general ledger and bank accounts in a regular, accurate and timely manner.
- Assist the Executive Director in maintaining the general ledger and ensuring that financial transactions are applied accurately and in a timely manner.

#### Tax Compliance Support

- Support the tax compliance needs of the clients, including creation of estimated tax payment vouchers and letters of direction regarding same.

- Assist processing of client tax returns by coordinating information gathering from clients and acting as intermediary with third party service providers.
- Assist in preparation of federal and state income tax returns as needed.
- Prepare responses to notices from various tax jurisdictions on behalf of clients.
- Support E-filing capabilities as needed.

#### Financial Services Support

- Support communication needs of office and clients through online portal.
- Support the comprehensive financial planning for clients as directed by CFP.
- Assist in maintaining secure document repository for tax, legal and financial documents.

#### System Proficiency

- Maintain a high level of proficiency and understanding on how financial transactions flow through Quickbooks in order to assure accurate financial reporting and to assist in troubleshooting inconsistencies and inaccuracies.
- Maintain and modify financial report templates and reports as required.
- Maintain strong proficiency in the use of Microsoft Excel and Word for reporting, analysis and client communication.

#### Other

- Assists the Executive Director and Financial Planner with special projects as requested.
- Continually look for ways to streamline processes and procedures for efficiency and effectiveness.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

### **EDUCATION and/or EXPERIENCE**

Bachelors Degree (B.A.) in Accounting from four-year college or university, minimum of five years of accounting experience required. CPA preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Analytical, financial and problem solving skills are required.

**OTHER SKILLS AND ABILITIES**

Extensive Microsoft Excel knowledge and experience with Quickbooks. Effective oral and written communication skills with an ability to work within a team environment.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

CPA preferred.

**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 sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

**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.

The noise level in the work environment is usually moderate.