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# Human Resources

## Staff Accountant

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Full-time Exempt Position

Staff Accountant

## **Job Description**

### **Summary**

Maintains and controls the General Ledger accounts and business transactions of the organization and applying the Generally Accepted Accounting Principles (GAAP). Responsible for providing financial and accounting support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling credit card statements, bank statements, and accounts payable/receivable to established policies and procedures in an efficient, timely and accurate manner.

### **Essential Functions**

- Prepare and post transactions to journals, ledgers and other records
- Perform general accounts analysis and reconciliations, including bank/credit card statements, fixed assets, accruals and prepaid expenses.
- Support accounts payable activities to ensure accuracy and timeliness.
- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment
- Follow-up phone calls for accounts payable/receivable
- Enter and upload invoices into system
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Reconcile accounts payable/receivable transactions
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Maintain accurate historical records
- Maintain confidentiality of organizational information





## Competency or position requirements

- Has knowledge of commonly-used concepts, practices, and procedures within the accounting field (GAAP).
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent analytical and problem-solving skills
- Willingness to establish and maintain effective working relationships
- Quality
  - Document Control
  - Lessons Learned, Feedback Processes
  - Follow Quality Processes, Methods and Procedures
- General
  - Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of staff and management.
  - Proficient in Microsoft Office (i.e. Word, Excel).
  - QuickBooks knowledge

## Supervision Received

- This position is a direct report to the Accounting Manager.
- Works with minimal supervision.
- Relies on instructions and pre-established guidelines to perform the functions of the job.

## Education and Experience

Bachelor's Degree in Accounting or Finance required.

## Working Conditions

This position is working in an office environment, little to no travel required, primarily indoor work, and a standard working hours Monday-Friday 8am-5pm.

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.

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## Document History

### Revision History

Revision Date:	Revision Number:	Description of Revision:	Author:
01/14/2019	00	Initial Document	Marla Rolle

### Approvals

This document requires the following approvals

Name	Title	Date

### Distribution

This document has been distributed to:

Name	Title	Date

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