



Staff Accountant Job Description

We are looking for a diligent Staff Accountant to join our team. The Staff Accountant's responsibilities include maintaining financial records and reports, performing accounting reconciliations, assisting with budget and close processes, and maintaining accounts payable documentation. You will also be assisting the owner as needed, interacting with clients directly and assisting them with their processes.

To be a successful Staff Accountant, you should be able to accurately maintain a general ledger and ensure compliance with Generally Accepted Accounting Principles (GAAP). An outstanding Staff Accountant should also have excellent communication, organizational, and analytical skills.

This position is largely virtual in nature involving limited face-to face meetings with staff and clients and provides excellent flexibility for task completion either during or outside of normal business hours. Candidates would be required to work between 20-40 hours weekly.

Staff Accountant Responsibilities:

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Contributing to the development and review of annual operating budgets and performance projections.
- Maintaining documentation for accounts payable, purchasing, and treasury.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with client audits.
- Ensuring compliance with GAAP.
- Processing of regular and routine client payrolls.
- Assisting the owner as needed.

Staff Accountant Requirements:

- Associate degree or beyond in accounting or finance required.
- 2+ years of accounting experience preferred.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail oriented.
- Experience with QuickBooks is preferred.
- Strong technology skills including regular use of Excel and Outlook.
- CPA designation not required but a plus.