

**JOB DESCRIPTION**

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| <b>POSITION TITLE:</b> | Staff Accountant  |
| <b>REPORTING TO:</b>   | President         |
| <b>FLSA STATUS:</b>    | Full-time, exempt |
| <b>EFFECTIVE DATE:</b> | May 2023          |

**Overview:**

The Staff Accountant is responsible for all AP/AR, Invoices, General ledger and reconciliation tasks. This role is also responsible for setting up new hires, processing payroll and submitting quarterly and annual reports. Successful candidates will have extensive knowledge of QuickBooks and at least one payroll software.

**Essential Duties:**

- Complete all AP/AR functions
- Responsible for payroll and payroll reporting
- Create and send invoices
- Month end close, preparation of monthly financial statements and reporting package
- Assist with quarterly and annual reporting
- Responsible for the general ledger, journal entries, bank reconciliations, investment recording and tracking, revenue recognition and project accounting process, fixed asset recording and tracking, monthly sales tax return preparation
- Review overall health of outstanding accounts receivable
- Create weekly/monthly/quarterly cash inflow and outflow projections
- Analysis of current cash position and future cash needs
- Ensures compliance with all applicable federal, state and local payroll taxes
- Compiles and analyzes monthly payroll information to prepare entries to general ledger system
- Assist in the budgeting process

**Requirements:**

- BS degree in Finance or Accounting required
- 2-5 years in an Accounting or Finance position
- Payroll experience in the service/consulting industry a plus
- The successful candidate must have excellent communication (both verbal and written) skills, a solid foundation in finance or accounting
- Candidate must be able to develop formal business documents following established documentation/presentation software packages (or similar products from other vendors): MS-Word, MS-Excel-, MS-PowerPoint, and Visio
- Strong attention to detail
- Ability to interact effectively with all levels in the company

- Decisive, data based, decision making style with the ability to resolve conflict while advancing business agenda
- Able to quickly develop relationship of mutual respect and trust with the management, and internal and external partners
- Ability to handle and be trusted with confidential and/or sensitive information
- Ability to work in a fast-paced, constantly changing environment
- Ability to be flexible and to handle multiple projects in an organized, timely manner
- Ability to problem-solve, work under pressure, and to effectively manage stress
- Ability to work overtime if needed
- Proactive, team player, innovative thinker
- Personable, professional image

We are an equal opportunity employer and make hiring decisions based on merit. Recruitment, hiring, training, and job assignments are made without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other protected classification. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws.