



## Staff Accountant Job Description

This full-time Staff Accountant position prepares and maintains client accounting, bookkeeping, and financial records, as well as any other related accounting activities, as requested.

### ***Duties/Responsibilities:***

- Performs weekly general accounting, bookkeeping, and other related duties for clients
- Performs weekly, bi-weekly, and semi-monthly payrolls, as well as other frequencies
- Files timely monthly, quarterly, and annual payroll tax and sales tax deposits/returns
- Reconciles monthly bank and credit card statements
- Prepares monthly balance sheets, profit & loss statements, and cash flow statements, for review
- Maintains the accuracy of the general ledgers
- Provides customer service and communicates with clients regarding accounting questions
- Maintains knowledge of generally accepted accounting practices and procedures
- Accomplishes accounting and the firm's mission by completing related tasks, as needed

### ***Required Skills/Abilities:***

- Understanding of and the ability to adhere to generally accepted accounting principles
- Excellent verbal and written communication skills
- Excellent organizational skills, attention to detail, and accuracy of accounting
- Proficient with QuickBooks Desktop and QuickBooks Online or similar accounting software; Microsoft Word, Excel, and Outlook

### ***Education and Experience:***

- Bachelor's degree in Accounting, or related field, required
- At least five years of related experience required

### ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds at times

### ***Supervisor, Compensation, Benefits and Other:***

- Reports to Chad Harrison
- Full-time, 40-hours per week in the office
- Non-exempt position. At-will employment. Competitive compensation, paid bi-weekly
- Eligible to participate in the following, subject to plan terms:
  - Health, HSA, dental and vision coverage
  - Simple IRA with up to 3% company match based on contributions
  - Life and disability insurance
  - Paid time off (PTO) earned on an accrual basis and company-paid holidays
  - 90-Day and Annual employment review
- Execution of an employment/non-compete/confidentiality agreement required

10/13/20