

Job Description

Position Title: General Staff Accountant
Department: Finance
Reports to: VP of Finance and Administration
Date: June 2016

Position Summary:

The General Staff Accountant is responsible for maintaining and controlling the General Ledger accounts and business transactions of the organization, performing general ledger account and bank reconciliation, preparing journal entries and financial statements, creating and maintaining periodic reporting, maintaining fixed asset and associated depreciation schedules, and assisting the VP of Finance in preparation of miscellaneous associated book and record keeping. The General Staff Accountant should have knowledge of Generally Accepted Accounting Principles (GAAP) and be able to perform analytics and other thorough reviews of the financial records. The General Staff Accountant reports to the VP of Finance.

Position Duties:

- Demonstrate effective communication and problem-solving skills.
- Utilize accounting system, billing system, spreadsheet, and presentation software.
- Prepare general ledger entries during the month, maintain current records and files
- Perform the processing of functional and benefits expense allocations, prepare entries for monthly accruals, amortization of prepaid expenses, and fixed assets depreciation, record adjusting and reclassification journal entries, if necessary.
- Prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintain the Fixed Asset and associated depreciation schedules, and insure proper recording of new purchases and disposals.
- Assist with the month-end closing process, conducting research and making correction journal entries for account discrepancies, prepare closing journal entries, post accrual entries, and prepare financial statements.
- Perform other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the VP of Finance.
- Prepare cash reconciliations as part of the month-end closing procedures.
- Answer accounting and financial questions by researching and interpreting data.
- Performs other duties as assigned.

Education:

Bachelor's degree in Accounting is required.

Experience:

Minimum one or more years of experience in accounting, with emphasis in maintenance of financial records through data-entry and record keeping.

Job Knowledge Skills:

Must be skilled in GAAP Accounting, FAS Rules, Reporting Skills, Deadline-Oriented, Time Management, Attention to Detail, Confidentiality, PC Proficiency, General Math Skills, and Microsoft Excel.

Communication Skills:

Ability to clearly express financial results and respond to questions in a timely manner.

